[Your Name]

[Company address]

[Today’s Date]

Dear **Sir/Madam**

**[Please ensure that your cover letter does not exceed 500 words]**

I wish to apply for a position on the work experience programme. Please find enclosed my CV for your consideration. My availability for the placement is **[date-date]**, my preferred week is **[date]**.

As you can see from my attached CV, I am working towards my **[most recent qualification – e.g. GCSE’s, A-levels]**, and am expected to earn **[projected grades]** in **[relevant subjects]**, which I believe I can put to good use in this role. I have developed my **[list some of the key skills from your CV]** skills by **[working on X project, attending X event...]**. Which I think would give make me a good candidate for this work experience placement.

This position particularly interests me because of my passion for **[subject]**. During my studies, I researched topics such as **[topics or modules relevant to the position]**, and became particularly interested in **[special interest]** which helped build my knowledge around the subject. I would particularly like to work on **[X]** and develop my skills in **[X]**.

I further added to my interest in this field independently. For example, recently I have **[attended an event/volunteer work/ relevant hobby]** which helped me expand upon, and start practically applying, what I’ve learned in my studies.

I see the opportunity to complete work experience with you as the perfect position for me to make the most of my passion and enthusiasm, and also build the foundations for a successful career in the **[X industry]**. I believe my eagerness to learn, coupled with my **[relevant skills]** will help

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours faithfully,

[Your name]