

Loreto College
Crumlin Road,
Crumlin
Dublin 12.
Tel: 01-4542380

(Your own address)

(Your own phone number)

Date

To whom it may concern,

I am writing to ask you for one-week work experience in your company either on the 14th to the 18th of November, 2016 or on the 13th to the 17th of February, 2017

I am a Third Year student at Loreto College Crumlin. For next year we are encouraged to find out about different careers through the Work Experience Scheme in Transition Year.

I enclose a brief CV. If you are interested, I would be delighted to meet you, at your convenience, to discuss the matter further or alternatively you could contact me on the number above or by e mail at (your email address)

Yours faithfully,

(your name)