

1<sup>st</sup> February 2022

Anglian Community Enterprise Company  
910 The Crescent  
Colchester Business Park  
Colchester  
Essex, CO4 9YQ

For the attention of .....

Dear Sir/Madam

**Re: Request for work experience (27<sup>th</sup> June-8<sup>th</sup> July 2022)**

I am currently a Year 10 learner at Honywood School, Coggeshall, studying for my GCSEs. I'd like to inquire about a potential work experience placement at your company which I will be available to carry out between 27<sup>th</sup> June-8<sup>th</sup> July 2022.

I am keen on gaining some practical experience in healthcare/caring for people as this is the field I am interested in and I would love to gain some experience with your company, so that I can get an insight into medical services. I am looking at various careers and qualifications/courses that need to be studied and I am intending to go to medical events that give information and advice, but real-life work experience would be a brilliant help to me. I have also attended a science workshop at Cambridge University. I have helped at a Primary School caring for children.

I am a reliable and motivated hard worker and I take pride in producing good work. I am polite and get along well with people both inside and outside of school and I have a willing and positive attitude. I can use my initiative and I will listen to instructions, but I would ask if I did not understand something. I am also mature enough to understand the need for confidentiality and respect for others.

Outside of school I am very active and I attend a Dance School – I have won a Jack Petchy Award and a Celebration of Learning Award for this.

As an enthusiastic learner, I am happy to carry out duties as required by whoever supervises me alongside an ability to learn new things. I would be very grateful to be considered for an opportunity for work experience.

I look forward to hearing from you soon.

Yours faithfully,