

Sample Letter of Enquiry

[Your Name]

[Address]

[Phone Number]

[Email]

[Date]

[Employer's Name]

[Full Address]

Dear Sir/Madam [or name of person],

I am a year 10 student from XXXXX High School. I would like to inquire about the possibility of undertaking work experience at [name of company]. My allocated work experience week runs from Monday - Friday commencing on [date].

I am keen to gain some practical experience in the mining industry, because I have a passion for [eg. automotive mechanics, engineering etc] and I know that the mining industry offers excellent career opportunities in this field. I'm also aware that [name of company] is a well-regarded local employer.

Currently I am studying [list relevant courses, e.g. maths and electives], which I enjoy. In Year 11 I plan to choose [list relevant HSC courses]. In my spare time I like to [list relevant interests], and I have also had experience in [list any volunteerism, casual work etc].

As a young person who is keen to pursue a career in [occupation/industry], I would be very grateful if you would consider hosting me for work experience at [company name].

I look forward to hearing from you soon.

Yours sincerely

[Handwritten signature]

[Your printed first and last name]