

The Priory,
Lower Oak Road,
Portlaoise,
Co. Laois

Tel: 087 1234567
Email: sean.clarke@ymail.com

Dear Mr O'Brien,

My name is Sean Clarke, a Transition Year pupil in St. Columba's College in Dublin. I spoke with a colleague of yours on the phone yesterday and they directed me towards you. Further to that telephone conversation, I am writing to formally request an opportunity for a brief period of work experience at On Brand Marketing. Ideally, this would be for a period of one week which would allow me observe professionals at work in your company and gain an insight into the working world.

Our school has a designated time for work experience, from Monday February 14th to Friday February 18th 2022, but I do understand that this might not be difficult for employers to accommodate so I would be grateful for any dates you have available.

I am thinking about a career in business after I finish school and university, where I hope to study business management, and I think getting an insight into marketing would be of great benefit to me. I am a hard-working and ambitious pupil, with a keen interest in music and sport. Please find a copy of my CV attached.

Thank you for taking the time to read this letter and I hope that I hear from you soon. I would really love the opportunity to work at your company, shadowing your employees and colleagues for one week.

Yours sincerely,

Sean Clarke

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Email Layout

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