

Joseph Blythe
Kings Norton Boys School
Northfield Road
Birmingham
B30 1DY

Miss A. Hughes
Top Company Ltd
Business Street
Industry Town
B23 1DR

5th July 2019

Dear Miss Hughes,

I am writing to express an interest in conducting a work experience placement at your branch of Top Company Ltd. As part of my educational programme at Kings Norton Boys School, I am due to undertake a one-week period of Work Experience from 30th March until 3rd April 2020. I am very interested in the retail industry and would like my placement to be at a business like yours.

Apart from my compulsory GCSEs in English, Maths and Science, I am also studying PE, Geography, History, Food technology and French. I attend afterschool revision sessions as well as afterschool football practice and doing such a range of activities requires high levels of self-discipline and good organisation. I also attend a lunch time chess club which has helped to teach me about problem solving, patience and how to stay calm under pressure.

When I leave school I would like to be employed in the retail industry and I feel that I would have much to gain from a placement with you. I have always had a passion for fashion and gaining that customer experience would be invaluable to my development.

Please could you let me know if you are able to offer me a placement by 30th September 2019. If you have any questions or would like further information, please do not hesitate to contact me. I can be contacted via e-mail at j.blythe@knbs.co.uk. Thank you for your consideration and I look forward to hearing from you.

Yours sincerely,

Joseph Blythe