

Subject: Transition Year Work Experience Opportunity - Every Friday

Dear [Employer's Name],

My name is [Your Full Name], and I am currently a Transition Year student at Blackrock ETSS. I am writing to express my interest in gaining work experience at [Company Name] as part of my school's Transition Year program.

I am particularly interested in your company because *[briefly explain why – e.g., “I admire the work you do in the area of environmental sustainability,” or “I am keen to learn more about the field of graphic design and was impressed by your recent projects”]*. I believe that spending time at your company would provide me with valuable insights and help me develop important skills for the future.

The work experience is scheduled to take place every Friday, and I would be very grateful for the opportunity to be considered for a placement.

Please let me know if there are any forms or documents you require from me or my school. I am happy to provide further details or attend an informal meeting at your convenience.

Thank you very much for considering my request. I look forward to the possibility of hearing from you.

Best regards,
[Your Full Name]
[Your School Email Address]

OR

Subject: Transition Year Work Experience Inquiry – Every Friday

Dear *[Employer's Name / Hiring Manager]*,

My name is *[Your Full Name]*, and I am a Transition Year student at Blackrock ETSS. I am currently looking for a work experience placement as part of the Transition Year program and would be very interested in the opportunity to gain experience with your company.

I am particularly interested in *[mention the industry or type of work the company does]* and would greatly appreciate the chance to learn more about it in a real-world environment. I am available to attend work experience every Friday during the school term, and I am eager to contribute, learn, and gain valuable insights into the working world.

If you have any available placements or would be open to discussing the possibility, I would be delighted to hear from you. I am happy to provide any additional information or documentation you may require.

Thank you very much for considering my application. I look forward to the possibility of working with your team.

Kind regards,

[Your Full Name]

[Your School Email Address]