

Good morning,

I am a Year 10 student at St Mary's College and am looking for a work experience placement. It would be for one week beginning Mon 11<sup>th</sup> July 2022.

I am hoping to do work experience working in business administration. This is an area that has always interested me and I would like to find out more about the different job roles and what this work involves. I am a reliable, keen to learn and can work well as part of a team. At school I am taking a range of GCSEs and am expecting to pass at grades 5-9. I am confident in using IT and can pick up new skills quickly.

I would really appreciate the chance to work in your organisation and would make the most of the opportunity.

Please find attached my CV with my contact details.

I look forward to hearing from you.

Yours sincerely,

Jake Summertime.