Dear (TITLE + NAME),

**RE: Plume Academy Year 12 Work Shadowing Placement**

**Dates: Monday 17 July to Friday 21 July 2023**

My name is \_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a \_\_\_\_ year old student currently studying A Levels’ in (add subjects) at Plume, Maldon’s Community Academy. I am particularly interested in pursuing a career in (SUBJECT / CAREER) and I am currently researching the steps that I will need to take following my A Level studies to pursue them.

As part of my year 12 studies, I am required to complete a work shadowing placement for 1 week which is intended to provide a deeper insight into how the industry I am interested in operates, make links between the subjects I study and the world of work, and develop my employability skills.

(Mention any personal interests / previous work experiences / responsibilities as appropriate which would relevant to the placement you are applying for).

I would very much appreciate it if you would consider whether your company / institution would be able to offer me a suitable placement during the week of Monday 17 July to Friday 21 July 2023.

Thank you, in advance, for considering my request and I would welcome the opportunity to meet with you in person to discuss any opportunities and answer any queries you may have.

If, following my email, you feel that you are able to provide a placement or would like me to contact you to arrange an interview, please can you kindly contact me via my school email address (EMAIL ADDRESS).

Thank you very much for your time and I look forward to hearing from you.

Yours sincerely,

(NAME)