

Dear (TITLE + NAME),

RE: Plume Academy Year 10 Work Experience programme

Dates: Monday 13 July to Friday 17 July 2026

My name is _____ and I am a _____ year old student currently studying GCSE's 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 GCSE studies to pursue them.

As part of my year 10 studies, I am required to complete a work experience 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 be 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 for the duration indicated above.

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)