

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., "second-year university student"] studying [Your Major] at [Your University/College]. I am writing to express my interest in a work experience placement at [Company Name] for [specific duration, e.g., "the summer of 2024"].

I am particularly drawn to [Company Name] because [insert brief reason related to the company's goals, values, or projects]. I believe that this opportunity would allow me to apply my skills in [mention relevant skills or experiences] and gain invaluable insights into the industry.

I am eager to contribute to your team and learn from the professionals at [Company Name]. I have attached my resume for your review, and I would appreciate the opportunity to discuss this placement further at your convenience.

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

Warm regards,

[Your Name]

[Attachment: Resume]