

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

[Recipient Name]  
[Recipient Title]  
[School/Organization Name]  
[School/Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in obtaining a work experience position within [School/Organization Name]. I am currently pursuing [Your Degree/Field of Study] at [Your Institution/University] and am eager to gain practical experience in the field of education.

During my studies, I have developed a strong foundation in [mention relevant subjects or skills], and I am particularly passionate about [specific area of education or teaching]. I believe that this opportunity would allow me to apply my theoretical knowledge in a real-world setting while contributing positively to your team.

I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email]. Thank you for considering my application. I look forward to the possibility of contributing to [School/Organization Name].

Sincerely,  
[Your Name]