

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in obtaining a work experience opportunity at [Company's Name] in the [specific department or position]. I am currently a [your current status, e.g., student, graduate, etc.] at [Your School/University] studying [Your Major].

During my studies, I have developed skills in [relevant skills or tools related to the position] and have a keen interest in [related field or industry]. I believe that gaining work experience at [Company's Name] would provide an excellent opportunity to apply my knowledge in a real-world setting and learn from experienced professionals.

I am particularly drawn to [mention any specific projects, values, or aspects of the company that interest you]. I am eager to contribute my enthusiasm and [specific skills or qualities] to your team.

I would appreciate the chance to discuss any available work experience opportunities and how I might contribute to [Company's Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,  
[Your Name]