

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the work experience opportunity at [Company's Name] as advertised [mention where you found the listing, if applicable]. I am currently a [Your Year, e.g., "third-year student"] at [Your School/University] studying [Your Major/Field], and I am eager to gain practical experience in [Industry/Field Related to the Company].

I am particularly drawn to [Company's Name] because [briefly explain why you are interested in the company, its mission, or its projects]. I believe that my [mention any relevant skills, coursework, or experiences] would make me a valuable addition to your team.

I am keen to learn more about [specific aspects of the company or industry], and I am excited about the possibility of contributing to [mention any specific projects or goals of the company]. I am available for the work experience from [insert your availability] and would be grateful for the opportunity to discuss how I can support your team.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]