

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 a work experience opportunity at [Company's Name] as advertised [where you found the listing]. With my background in [Your Field/Area of Study] and my eagerness to gain hands-on experience, I am excited about the possibility of contributing to your team while further developing my skills.

During my studies at [Your School/University] where I major in [Your Major], I have gained foundational knowledge and skills in [mention relevant skills or experiences]. I am particularly drawn to [Company's Name] because [reason you are interested in the company or its projects]. I am eager to bring my [mention any specific skills or traits] to [Company's Name]. I am confident that this experience will allow me to learn more about [industry or field], and I am enthusiastic about the opportunity to contribute to your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]