# Thomas Pocklington Trust logo; Large TPT letters with the words Thomas Pocklington Trust underneath enclosed in a rectangle. Letters, words and the rectangle border are a dark blue. Within the P of TPT is a small round eye looking upwards.

#

# Work experience template letter

[Your name]

[Address]

[Postcode]

[Date]

[Employer’s name]

[Full address]

[Postcode]

Dear Sir/Madam [or name],

I am a [year group] student from [school name], studying [list of subjects].

I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for [amount of time] from [start date] to [end date].

I am keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I am a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I have experience in/I am a member of [list any groups/clubs/other work experience].

At this point I would like to let you know that I have a vision impairment. I have (insert name of condition) which means in practical terms (insert brief description of how your vision impairment effects your everyday life) and I am registered (insert registration).

In volunteering this information, I hope you will consider me for work experience based on what I can do and my longer-term ambition to succeed in employment on the same terms as my non-disabled peers.

I have a good understanding of my needs and my school can help to make arrangements for the support/equipment required to support me in the role.

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]