Nathan Jones (your name and address)  
50 Knight St  
SHEPPARTON VIC 3630

Phone Number (your contact phone number)

(Insert Date)

Mr Peter Douglas (The firm/employer’s name (if known) and address)   
Manager  
Big Red Supermarket  
5 Food Avenue  
SHEPPARTON VIC 3630

Dear Mr Douglas

**Re: Work Experience: (Insert Dates you are available for Work Experience)**

As part of my Year 10 Studies at Notre Dame College, I have the opportunity to take part in a Work Experience Program, and I would like to be considered for a work experience placement with your **(name of organisation)**. This position would be for one week (insert dates you are available for work experience).

My interest is especially in the field of **(insert your interest)** and I would appreciate the opportunity of experiencing what such work entails, together with learning more about the requirements and possibilities of this type of career.

I would be happy to attend for an interview if required. If you are able to assist me with a placement, I can arrange a time to meet with you in order to complete the Work Experience Arrangement Form.

I can be contacted on **(your phone number)** daily after 3:30 pm. If you have any queries regarding Notre Dame College Work Experience Program please do not hesitate to contact Ms Emily Guthrie on 5822 8400.

Please find attached my resume to support my application.

Yours sincerely

**Nathan Jones your signature**

**Nathan Jones your name**

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