

EXAMPLE COVERING LETTER FOR WORK EXPERIENCE

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John Doe
Editor Channel News
20 Inn Road
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Dear Mr Doe

STATE WHAT YOU WANT.

I would value hugely any opportunity for work experience with the Channel News team. I am available at any time from 12th June to the end of September.

DEMONSTRATE YOUR KNOWLEDGE OF THE COMPANIES WORK.

Channel News is the news I watch daily. I believe it stands head and shoulders above any other news programmes on UK television for the quality of the coverage and breadth and depth of its analysis. I was particularly engaged by the reports from inside Zimbabwe, and more recently the investigative journalism in Sri Lanka which brought us both sides of the story, both seemingly at great risk to the reporters.

EXPLAIN WHAT YOU ARE/ABOUT TO STUDY AND WHY.

I am in my final year at school, studying for the French Baccalauréat at the Lycée Français in London. I am intending to study Politics at university in the UK. I am hoping the course will providing me with a much deeper understanding of political principles and government as well as underpin my passion for politics; as the advertisement run by the Electoral Commission stated: 'If you don't do politics, you don't do much'. YOUR CHOICE IF YOU WANT PERSONALISE LIKE THIS.

SAY WHY YOU WANT IT AND HOW IT WILL HELP.

To observe or contribute to the workings of a news provider from the inside would be invaluable for me. I have always been interested in the media and reporting; I read the printed press and aspire to have a role in a journalistic or related capacity once I have graduated.

I have attached a CV in the hope that you will be able to accommodate me in some way.

Many thanks for your time.

Yours sincerely,

Jane Gerald