

SAMPLE LETTER OF APPLICATION

Your Address
Email Address
Phone Number

Date

The Human Resources Manager
MegaMedia Pty Ltd / Attn: Mary Smith
10 Walker Street
NORTH SYDNEY NSW 2000

Dear Sir/Madam,

I am a Year 10 student at Caringbah High School, writing to request a work experience position with your company, from _____ to _____.

I have been interested in becoming a _____ for several years, and believe that a weeks' work experience with your company would provide me with invaluable first-hand experience of this career.

I am available for an interview or to complete any application forms if required. Enclosed is a copy of my resume.

If you/your company is willing to accept me, I will forward all the required paperwork to you/your company at the soonest possible date.

I may be contacted at the above email address or by phone (phone number) between (hours usually 4-6).

Thank you.

(Signature)

(PRINT YOUR NAME HERE)