

34 Longway Road
Southfield
Birmingham
West Midlands
B99 8GH

Manager
Bungitin Meat Packing
Veal Road
Eastfield
Birmingham
B89 6FG

20th September 2002

Dear Sir / Madam,

I am a year ten student at Bournville School in Northfield and as part of my development I have to organise my own work experience placement.

I would be grateful if you could consider me for a placement at your company between Monday 10th July to Friday 14th July 2006.

I am interested in working in your main office doing various administrative duties. I am studying Information technology to G.N.V.Q, which means that I am good on computers. I have good keyboard skills and know my way around a number of office programmes including excel and databases. I am reasonably good at English and I have a good grasp of Mathematics. I am also studying History, Graphic design, French and Science.

I enjoy many sports and I play for the School Basketball team. I like listening to music and I will sometimes baby-sit for my younger sister. I worked as a paperboy for a year but resigned to spend more time on my studies.

I am a hard worker, I have an excellent punctuality and attendance record, I am easy to get on with and am very keen to learn new skills.

I would be pleased to attend an interview at your convenience.

Yours faithfully

Fred Bloggs