



# George Mitchell School

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Summer Term 2024

## RE: Work Experience Placement

Please use below template as a guide for your emails if needed.

'Dear Sir/Madam,

I am a Year 10 student at George Mitchell School.

I am writing to express my interest to undertake a one-week work experience placement at your company beginning **Monday 24<sup>th</sup> March to Friday 28<sup>th</sup> March 2025**.

I am a highly motivated student; fast learner, team player and problem-solver. I am confident that I can be a valuable asset to your team.

Interviews if needed should be arranged outside school hours although in exceptional circumstances the school will authorise leave for interviews if the employer insists.

Thank you for your time and consideration. I look forward to hearing from you soon.'

**The deadline date to return own placement forms to Mr Khalsa is by November 2024 latest.**

Please feel free to contact me with any queries:

Kind regards

**Mr Khalsa**

**Work Experience Coordinator**

Tel 0208 539 6198

Email: [Joga.Khalsa@georgemitchellschool.co.uk](mailto:Joga.Khalsa@georgemitchellschool.co.uk)

