

Example of Cover Letter

Mount Temple Comprehensive School

Malahide Road,

Dublin 3

Tel: 83369845

Your address

Phone number

Date

Dear Mr Jones,

I am writing to ask you for two weeks work experience in your company from November 15 to 26 November.

I am a Fourth Year student at Mount Temple School. During this year we are encouraged to find out about different careers through the Work Experience Scheme.

I enclose a brief CV and a brochure explaining the aims of work experience and how it is organised.

If you are interested, I would be delighted to meet you, at your convenience, to discuss the matter further or alternatively you could contact me on the number above or by e mail at Jobloggs111@yahoo.ie.

Yours faithfully,

Joe Bloggs