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24 October 2019

AH Ferguson
Personnel Director
Bull and Sons
Streetford
Manchester
MU3 4WS

(or "To Whom it may concern" if you do not have a contact name and company)

Dear Mr Ferguson (or Sir/Madam)

Re: Work Experience from 8th July to 12th July 2019

My name is Heidi Haigh and I am a student at Brighouse High 6th Form College. As part of my course I have to arrange a work experience placement for the above dates in an area linked to my future aspirations.

My aim is to go to University to study an ICT Degree (or gain an Apprenticeship) as I have a keen interest in the subject. I currently take ICT at 6th form and in my own time I have created a website and do a blog. I am good at working in a team and meet deadlines for my work. On researching your company on the internet, I have seen that your ICT department takes students on work experience and I wondered if you would let me do mine there? Having the chance to work with for a company like yours that offers good prospects will enhance my prospects of being successful in gaining a place at University (or gaining an Apprenticeship) in the future.

I enclose my CV for your perusal and am available for interview after 4.00 pm on a Monday / Tuesday or Thursday around my college commitments.

I look forward to hearing from you at your earliest convenience.

Yours sincerely

Heidi Haigh

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