

## Example of Cover Letter

Wesley College,

Ballinteer,

Dublin 16

Phone: 01 298 7066

Your address

Phone number

Date

Dear Mr Jones,

I am writing to ask you for two weeks work experience in your company from 6 November to 10 November.

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

I enclose a brief CV and a document 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 [Joebloggs111@yahoo.ie](mailto:Joebloggs111@yahoo.ie) (or you may feel more comfortable giving a parent's email).

Yours faithfully,

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Joe Blogs