

Sample email

requesting work experience

**This should be tweaked and adapted so it describes yourself and your experience.**

**To:** [**themanager@joebloggscompany.com**](mailto:themanager@joebloggscompany.com)

**From: Susan Smith**

**Re: Apprenticeship Enquiry**

Good Afternoon,

I have recently applied for a Customer Service Apprenticeship with the Nelson and Colne College Group and am writing to enquire if you would consider hiring an Apprentice at your organisation.

The course requires me to secure a work placement in a Customer Service related role, and having researched your company, I believe I would be a good fit for your organisation.

I am a proactive and confident person and enjoy dealing with the general public both face to face, via email/social media and on the telephone. I recently held a part time position as a waitress in a local restaurant and this allowed me to develop my service skills, handle complaints, operate the till and other equipment - whilst displaying excellent customer service skills.

I am a people person and would really enjoy the opportunity to work at XXXXXXX and develop my knowledge and skills. I aspire to become a Customer Service Manager in the future.

I would like the opportunity to meet either online or face to face (Covid restrictions permitting) and further discuss any opportunities you have. I would very much appreciate it if you could get in touch with me.

**My contact details are:**

**Tel: 0785 444 666**

**Email:susansmith@gmail.com**

I look forward to hearing from you soon and attach my CV for your information.

Kind Regards,

Susan Smith