Trumpington Community College  
Lime Avenue  
Cambridge  
CB2 9FD

Check with your parents/carers that you can use your home address.

If not, use the school’s

Ms A Sample  
Practice Manager  
Sample Doctors’ Surgery  
Sample Street  
Cambridge  
CB1 1AA

15th January 2024

Dear Ms Sample

Who you are

Why you are writing

My name is Trumpington Student and I am in Year 10 at Trumpington Community College in Cambridge. I am currently working towards my GCSEs and am studying History, French, Music and Sports Studies, in addition to English, Mathematics and Science. I am writing to you to request the opportunity of a work experience placement at Sample Doctors’ Surgery.

Our school’s work experience begins on Monday 24th June and ends on Friday 28th June, and I would be expected to attend every day for a full working day. During the week I would hope to observe doctors, nurses and administrative staff in their daily work, as well as taking on some responsibilities myself, if that would be allowed. You can find out more about offering a work experience placement on my school’s website at this link: <https://www.trumpingtoncc.org.uk/learning/careers-and-futures/work-experience>.

Details of the placement – When? What?

I would like to complete my work experience placement with you at Sample Doctors’ Surgery, because I am keen to pursue a career in the healthcare sector. I am particularly interested in becoming a doctor, as I especially enjoy chemistry and biology at school, and I am fascinated by how the human body functions. I am also a kind, conscientious person, who particularly enjoys helping other people.

Why this placement?  
What skills do you have?

I really hope that you will be able to accommodate me on work experience from Monday 24th June until Friday 28th June, and I look forward to hearing back from you. If you have any additional questions, please email me at 20t-tstudent@trumpingtoncc.org.uk. There is a short form which I will need to ask you to provide information for, if you are able to provide me with a placement. This will be sent to you by email by an organisation called Unifrog, once I have shared your details with them.

I look forward to hearing back from you.

Yours sincerely/faithfully

Use *Yours sincerely* if you know the name of the person you are writing to

Use *Yours faithfully* if you do not know their name

T. Student

**Trumpington Student**