

An example of a cover letter

51 Any Road
Frimley
Camberley
Surrey
GU16 8BY
01276 709245

Email contact

Surrey Heath Borough Council

Surrey Heath House,
Knoll Rd,
Camberley,
Surrey.
GU15 3HD

Dear HR Manager,

Re: Work Experience at Surrey Heath Borough Council 15th – 19th June 2020

I am in Year 10 at Tomlinscote School and Sixth Form College and I am looking to secure a work experience placement with your organisation for the week 15th - 19th June 2020. I am looking towards the **sports development** area of the council, I believe I would suit this very well as I have a keen interest in sport and think that seeing how the council develop sport in our local community would be very fascinating and appealing to me. I was involved in the Surrey Youth Games in 2018, playing for the Surrey Heath hockey team and I was impressed by the support given to young people by Surrey Heath Borough Council

I am hoping to explore a career in sports science when I finish my education and feel that having an insight into the types of sports and their facilities in my local area would be both constructive and informative. I am motivated to understand the role of the council in supporting local clubs and other types of sporting organisations and I would really value the opportunity to learn from your sports development team.

Please find attached my CV for your consideration, many thanks.

Yours sincerely

Name