

*An example of a cover letter*

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**Surrey Heath Borough Council**

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

Dear HR Manager,

**Re: Work Experience at Surrey Heath Borough Council 20<sup>th</sup>-24<sup>th</sup> June 2022**

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 15<sup>th</sup> - 19<sup>th</sup> 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