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Monday 3rd March 2011

Mrs J Edwards
Personnel Manager
W Stores
Bloomberg St
Norwich
NR1 3DR

Dear Mrs Edwards,

I am currently a student in year 10 at Thorpe St Andrew School and I have been given the opportunity to organise my own Work Experience placement for two weeks in October – Monday 10th October to Friday 21st October 2011.

I would like to do my placement with W Stores as I have an interest in retail and study GCSE Business Studies. I am hoping to use the opportunity to help me with my GCSE coursework. I already have a part-time job in a local shop and enjoy working with employees and customers.

I've enclosed a copy of my CV.

Please do not hesitate to contact me, if you require any further information.

Yours sincerely,

J Travis