



Jesmond Park Academy



Covering Letter

- If a letter make sure you add in your **name, address and contact number** on the right hand said of the page.
- On the left hand side of the page, the **name and address on the person you are contacting.**

Example:

Paul Smith
Jesmond Park Academy
Jesmond Park West
Newcastle upon Tyne
Tyne & Wear
NE7 7DP

0191 2818486

The Pearl
New Bridge Street
West Newcastle upon Tyne
NE1 8AQ

Dear Mr Jones,

I am a Year 10 student in Jesmond Park Academy, looking for a work experience placement within your organisation for the week beginning Monday 10^h July until Friday 14th July 2023.

I enclose a copy of my CV for your information.

I am interested inbecause and I think it would help me.....

Thank you in advance for your time and I look forward to hearing from you soon.

Yours sincerely,

Paul Smith