

Frank Marchal  
5 Main Avenue  
Whormington  
Melshire ML5 8PL

11th May 2000

Dear Sir or Madam,

I am writing to enquire about the possibility of carrying out a work placement in your firm.

As a student of (matière) at (établissement) I am required to work for (ex: *four weeks*) as part of my course. I am of course happy to accept the fact that this work would be unpaid.

I am highly motivated for a work placement in your organisation because I feel that I would be able to make a useful contribution and it would also be an enriching experience for me.

Please find enclosed a copy of my curriculum vitae.

I am available for an interview at your convenience.

I look forward to hearing from you.

Yours faithfully,

(signature)

*Jean DUPONT*