



# SCOIL MHUIRE

TRIM  
CO. MEATH

CEIST

Catholic Education  
An Irish Schools Trust



CASITAS. VERITAS. CARITAS

## LOOKING FOR WORK LETTER FOR EMPLOYER

To whom it may concern,

Many students at Scoil Mhuire Trim participate in a work experience placement programme, which aims to help the student to see what it is like to participate in a workplace, to widen her horizons, to experience the work involved and to reflect on her own strengths and weaknesses.

The success of the programme depends on the readiness of agencies to accept a student so that she can help-out and experience the agency's work in a meaningful and practical way. Hands-on experience in the company of staff would be ideal, but the student should be willing to help-out in any way she can.

The student will be covered by the school's insurance policy for the majority of placements. You will receive details of the policy from the student.

The school would be grateful for your co-operation in the implementation of our work experience programme. I am available to answer any query you may have about a placement, insurance cover or any individual student. Towards the end of the placement you will be asked to fill out a short questionnaire about the student's progress.

Yours faithfully

Mary O' Reilly  
Programmes Coordinator