



SCOIL MHUIRE

TRIM
CO. MEATH

LOOKING FOR WORK LETTER

To Whom It May Concern:

All Transition Year students at Scoil Mhuire Trim participate in a **Work Experience Placement Programme**, which involves two work placements.

The dates for the fixed placements are as follows:

- 19th - 30th November 2018
- 20th - 31st May 2019

The programme aims to help the student to see what it is like to participate in the workplace, to widen her horizons, to see what work involves, and to reflect on her own strengths and weaknesses.

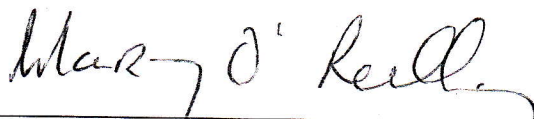
The success of the programme depends on the readiness of agencies to accept a student so that she can help out and experience the agency's work in a meaningful and practical way. Hands-on experience in the company of staff would be ideal, but the student should be willing to help out in whatever way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

I would like to point out that the students will work voluntarily – there is no question of payment.

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

Thanking you in anticipation.

Yours faithfully



Mary O'Reilly
Transition Year Coordinator