

TO WHOM IT MAY CONCERN

Date as Postmark

Dear Manager,

Re: Professional Experience Placements

The Faculty of Computing Sciences & Engineering is seeking placements for over 500 undergraduate students pursuing computing sciences and engineering degree courses.

Finding enough good placements is always a challenge for us and we would really appreciate your help as it's that time of year when we start to seek opportunities for undergraduates who need a 12 month work experience commencing Summer 2008. If you think that your organisation may be able to recruit a sandwich student for employment in areas related to computing or engineering degree courses, I would be very pleased to hear from you.

In the hope that you would like to proceed further, I enclose a copy of our 'Employer Guide' which outlines the various courses for which we are responsible and also a Reply Pro-forma, a Job Description template (alternatively, you may send your own) and a prepaid envelope for your use. (Please find enclosed our 'Employer Leaflet' for **information purposes only.**)

Please do not hesitate to contact me if you need more information or clarification and I look forward to hearing from you in the near future.

Yours faithfully,



Suki Clayer
Placement Manager

Encl: Employer Guide
Reply Proforma
Job Description Template
S.A.E.
Employer leaflet