

**Subject: theteetomyheart**  
**Date: Wednesday 3rd June**  
**From: Rachel Smith**  
**To: Weir, Ian**

**Good Morning Ian,**

**My name is Rachel Smith, I am a second year Graphic Communication student at Cardiff Metropolitan University.**

**I have been following your Instagram page for quite a while now and my interest within your brand has grown considerably over the weeks, your design aesthetic is what caught my attention and that I am also interested in branding a clothing business.**

**Now in my second year in university is coming to a close. I have been studying Art & Design since GCSE'S and I am very excited to use my skills to create something in this field. The main reason I am emailing you today is to ask whether or not you offer any work experience placements for a design student like myself.**

**Below I have attached my CV and portfolio that shows all my current work I have done over this past year.**

**Looking forward to hearing off you.**

**Regards**

**Rachel Smith**