

Signing off	Body	Reason for writing	Writer's adress
Closing remarks	Request for a response	Greeting	Details of the person/company who will receive the application

Plan:

Writer's address and date	24 Kenton Road Kings Lynn PE 31JK 30th May, 2018
Details Person who will recieve the application	The Personnel Manager Summerfields Country Club Crest Lane Norfolk PE38 9PP
Greeting	Dear Sir / Madam,
Reason for writing	I am writing in response to your advert posted on the JobSeekers site on 28th May. I would like to apply for the position of full-time lifeguard.
Body Relevant personal details and qualifications	I am 18 years old and have a National Pool Lifeguard Qualification (NPLQ), which I did in June last year. In addition, I recently completed a first-aid course with the St John Ambulance organisation. My work experience includes accompanying the Falmouth Scouts on their summer camp, where I was responsible for the pool safety of the 10-12 year olds, as well as working for two months at the Sandy Bay municipal pool. I have included copies of references from both these places of work. In addition to the above, I am a hard-working, reliable person and I take my responsibilities very seriously.
Closing remarks	I hope you will consider my application favourably. I would be happy to attend an interview at any time that is convenient.
Request for a response	I look forward to hearing from you.
Signing off	Yours faithfully, Karim Blakely