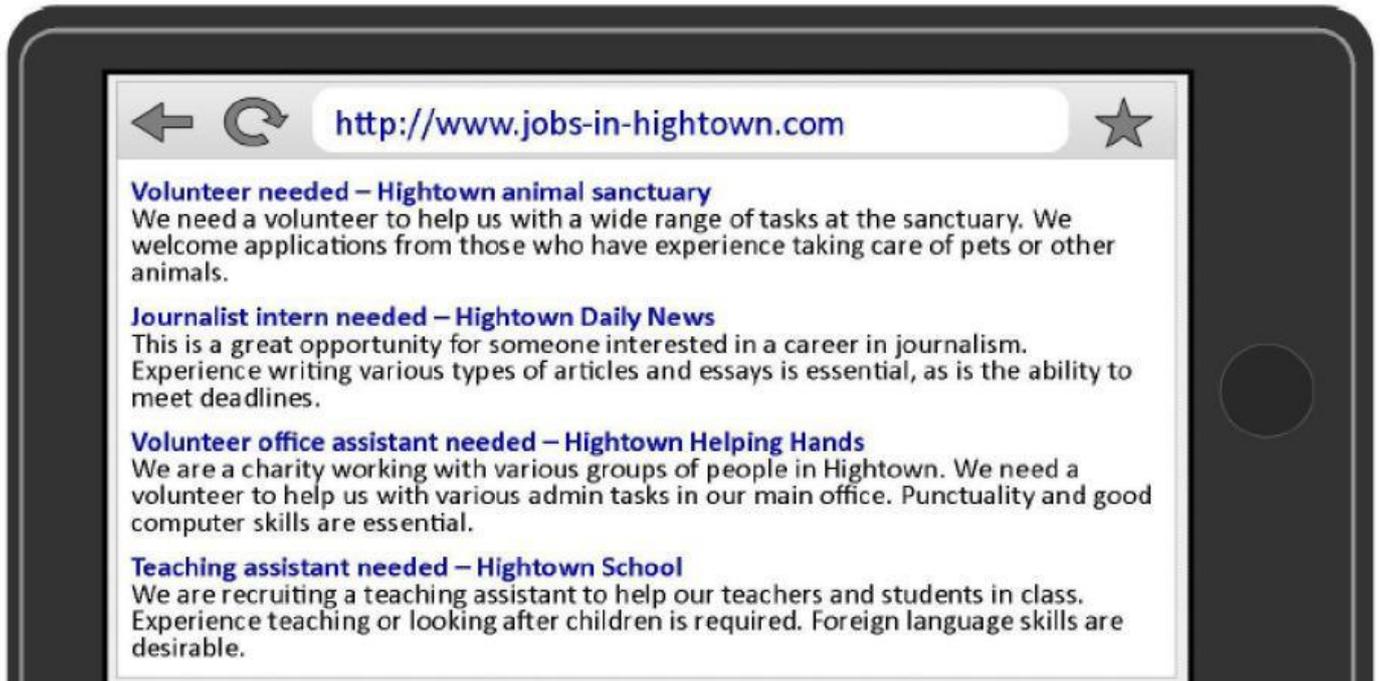


Writing skills practice: A cover letter – writing practice

Look at the job advertisements on the website and choose one to apply for. Think about what experience and skills you have that you can highlight. Write your cover letter below.



The screenshot shows a web browser interface with the address bar displaying <http://www.jobs-in-hightown.com>. The page content lists four job advertisements:

- Volunteer needed – Hightown animal sanctuary**
We need a volunteer to help us with a wide range of tasks at the sanctuary. We welcome applications from those who have experience taking care of pets or other animals.
- Journalist intern needed – Hightown Daily News**
This is a great opportunity for someone interested in a career in journalism. Experience writing various types of articles and essays is essential, as is the ability to meet deadlines.
- Volunteer office assistant needed – Hightown Helping Hands**
We are a charity working with various groups of people in Hightown. We need a volunteer to help us with various admin tasks in our main office. Punctuality and good computer skills are essential.
- Teaching assistant needed – Hightown School**
We are recruiting a teaching assistant to help our teachers and students in class. Experience teaching or looking after children is required. Foreign language skills are desirable.

A large, light blue rounded rectangular area provided for writing a cover letter.