

Letter of application

1. Read the advertisement.

You have seen this advert for a children's activity leader in the *Brighton Gazette* and you are interested in applying for the post. Write your **letter of application** (140-180 words).

WANTED – Group Leaders

Lulworth College is looking for energetic and dedicated people to work at our summer camp. Responsibilities include organising sports and outdoor activities for children, as well as running art and craft sessions. Apply to Mr Jones, P.O. Box 100, Brighton.

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2. Fill in the **green gaps** using the words in brackets in the **correct form**.

3. For the **orange gaps**, think of **ONE word that best fits** in there.

4. **Underline or highlight** the words you have filled in.

Dear _____,

I am _____ (WRITE) to apply _____ the position of group leader as
_____ (ADVERTISE) in the Brighton Gazette. I am very _____
(INTEREST) _____ this job.

I am _____ 18-year-old _____ (STUDY) _____ (CURRENT)
studying for my A levels at school. I hope to progress to university in _____ to study to
become a teacher. Working with children _____ (PARTICULAR) appeals _____
me.

I feel I would be _____ ideal _____ for this position. I have some
_____ working with children when I worked _____ a playground
_____ (ASSIST) last summer. I was responsible _____ organising art and craft
_____ (ACTIVE) for young children and organising outdoor games. I am
_____ (ENERGY) and _____ (DEDICATE) and I get _____
well with children of all ages. Besides, I hold a _____ aid certificate.

I would be most _____ if you would _____ my
_____ (APPLY). Please find my CV _____ (ATTACH) as well
_____ a reference from my previous _____ (EMPLOY). Should you require any
_____ (FAR) information _____ (REGARD) my application,
please do not _____ to contact me on 56781234. I am _____ for an
interview any weekday afternoon. I look _____ to _____ (HEAR) from
you.

Yours _____,
Mart Mets