

a) Yours faithfully,

b) As you will see from my CV, I have always shown an interest in working with animals and have relevant experience from voluntary work which I carried out at a local dogs' home.

c) I look forward to hearing from you.

d) I am hard-working, punctual and willing to help out with any kind of job at the sanctuary. My decision to undertake a degree in veterinary science confirms my interest in and commitment to the field.

e) Emily Jones

f) I am writing to express interest in the voluntary work placement at your animal sanctuary, which I saw advertised on your website.

g) In this position I had sole responsibility for taking care of some dogs' daily needs, such as feeding, cleaning and exercise.

h) In addition to this, I regularly spend time on my uncle's farm throughout the year and usually help him take care of the animals. This hands-on experience has reinforced my decision to seek a career working with animals.

i) Dear Sir or Madam,

j) I am eighteen years old and in my final year of secondary school. I plan to study veterinary science at university.

k) I hope I have shown that I am an ideal candidate for this position and please find attached my CV.