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| 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 receive 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