

Writing a letter of application

Look at the job advertisements. Decide for which job you want to apply for. Then write your letter of application.

Dear

I am writing

I am a student

I am

A

FAIRCHILD CAFÉ

- the coffee lover's choice -



WAITER / WAITRESS

for busy café in the center of Springfield (afternoons/weekends).

Ideal for college students or as side job after school.

Be part of a friendly team, have fun, be yourself, serve coffee!

Apply with CV to:

Ms. Smith, Fairchild Café, 1425 Cloremore Ave.
Springfield, VA 22152, USA

B

TJ'S BURGERS

- best burgers in town -

SUMMER JOB

We are looking for young, energetic people to join our burger crew.

You need to be friendly, polite and willing to serve people with a smile.

Experience useful, but full training will be given.

Looking for servers, cooks and cleaning personnel.

C

Dr. Sara Collins



VET'S ASSISTANT

You love cats? You are calm and resilient? We take in sick street cats, provide health services and shelter.

We are looking for trained vet's assistants to support our team at the PE Cat Shelter in Port Elizabeth.

Apply with CV to:

Dr. Sara Collins, PE Cat Shelter, 57 Cape Road,
Port Elizabeth, 6390, South Africa

D



CUTE AS A BUTTON

CHILDCARE SPECIALIST SINCE 2006



CHILDCARE ASSISTANT

Essential duties:

Plans and coordinates daily activities, provides care (including changing, feeding, and comforting).

You need patience, dependability, commitment to the care of toddlers and small children.

Experience with resume preferred.

CUTE AS A BUTTON Childcare Centre,
Meadow Street, Cambridge CB22 4BE, England