

15 Apsley Dve
Wherever 3629

13 November 2001

Ms Georgette Finlay
Western Community Services
104 Barklay Road
Deer Park 3058

Dear Ms Finlay

I wish to _____ for the position of **Child Care Assistant** as
_____ in The Age, Saturday 10th November 2001.

I have almost completed my year 11 VCE studies, and expect good results in each of the subjects undertaken this year. These subjects are English, Information Technology, Psychology, General Maths, and Legal Studies. My favourite _____ has been psychology, and I am keen to work with children as well as undertake further training in this area.

On two occasions, I have done work _____ in child care (see attached C.V. for full details), and this has provided me with some _____ of the industry. It has also helped me to decide that child care is the area in which I would love to work. My supervisors (see attached references) have _____ my suitability for this type of work, and I could offer your facility the following skills and attributes:

- Ability to work set or flexible hours
- Excellent communication skills
- Ability to work independently or with supervision
- Good teamworker with _____ personal style
- Reliability, honesty, and dedication

I am pleased to notice that your facility has been upgraded and expanded recently, and offers an excellent working environment. The fact that it is located _____ the tram line is an additional feature that simplifies transport arrangements for me. The vision statement published on your _____ impressed me greatly, and I feel satisfied that my skills and commitment will match the _____ quality child care service you provide.

My C.V. is attached, and I am _____ for interview at any time. My contact details are:

Telephone: 03 5595 1243
Mobile: 0438 951 243
Email: rosemaryt@bigpond.com.au
Or by post at the above address.

Yours sincerely
Rosemary Taylor

Fill in the blanks with the following words:

confirmed - apply - website - high - available - experience - subject -
cooperative - near - advertised - knowledge

Letter of application – model

_____ (your address)

_____ (Date)

_____ (The employer's address)

Dear Sir(s)/ Madam,

I would like to apply for the vacancy of _____ (job) advertised in _____ (name of the news paper) of _____ (date).

As you can see from the enclosed CV, I am _____ (age) and at the moment I am studying at _____ (school and what you are studying) .

I am good at _____ (some of your qualities). I speak _____ (languages that you speak)

I have worked _____ (working experience, if any).

I am very interested in working as _____ (job), because _____ (reasons of applying).

I am available for an interview on _____ (dates and times) and I can start working _____ (date), but if is inconvenient for you, I would be happy to arrange another date.

I look forward to hearing from you soon.

Yours sincerely,
