



codyflan@gmail.com

To: pogrady@druidsglengolfcourse.com

Object: job application

Dear Mr. O'Grady,
I'm writing to apply for the position of golf course assistant gardener.
I am a 17-year-old student and I've worked part time since the age of thirteen. I've had a regular paper round for four years and I've also had several lawn-mowing jobs over the last two years.
I'm interested in this job because I think this would be an enriching experience for me. I've never worked on a golf course but I'm very keen and willing to learn. I also love the outdoors in all weather.
Thank you for your time and attention.
Yours sincerely,



Cody Flanagan

6 Maple Ave
Ballybrack
Co. Dublin
☎ 1 454 0307



Sandra O' Donnell
18 Viking Road
Harbour Hill
Dublin 7
☎ 1 707 9654

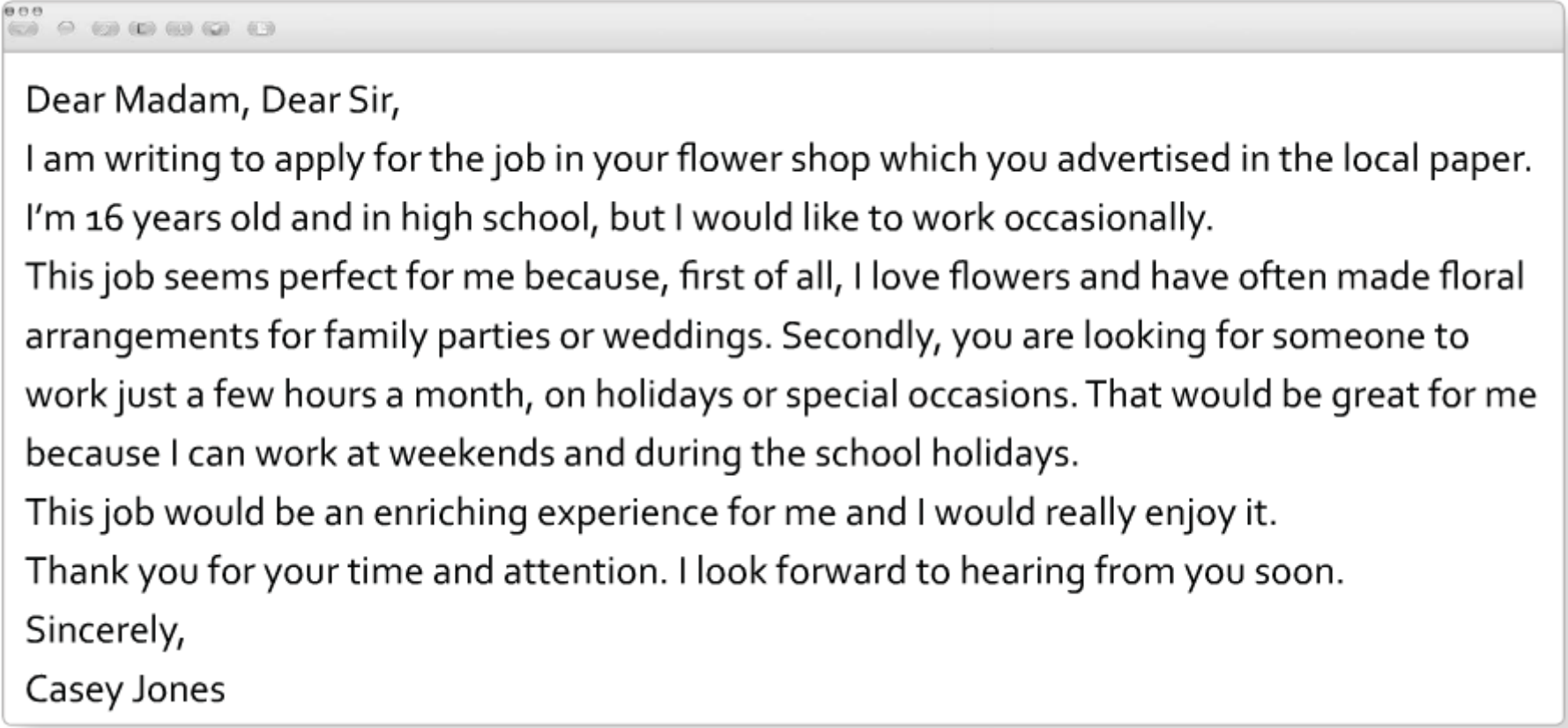
To whom it may concern,
I'm very interested in the job you advertised
in Dublin Jobs Magazine. I am 18 years old
and I'd love to get some work experience in the
tourist industry.

I've worked part time at my local newsagent
and supermarket over the last three years.
I am very reliable and hard-working so I think
I would be very good for the job. I also have
good communication skills and I can speak
French and a little Spanish.

Thank you very much for your time.
I look forward to hearing from you.

Sincerely,

Sandra O'Donnell



Dear Madam, Dear Sir,

I am writing to apply for the job in your flower shop which you advertised in the local paper. I'm 16 years old and in high school, but I would like to work occasionally.

This job seems perfect for me because, first of all, I love flowers and have often made floral arrangements for family parties or weddings. Secondly, you are looking for someone to work just a few hours a month, on holidays or special occasions. That would be great for me because I can work at weekends and during the school holidays.

This job would be an enriching experience for me and I would really enjoy it.

Thank you for your time and attention. I look forward to hearing from you soon.

Sincerely,

Casey Jones

Dear Madam, Dear Sir,

I am writing for the position of part-time assistant at the Perk Up Café.

I'm 16 years old and a student at Fairfield High.

I am interested in this position because my dream is to have my own café one day, and I live only one mile away from Perk Up.

I like being in contact with customers and I have already helped serve coffee, tea and snacks at my father's office parties. I know how to use an espresso machine, so I think I would be great for this job.

I am free every weekday after school from 4 to 7 p.m. and on Saturdays. I am a reliable person and I am willing to work really hard.

Thank you very much for your time and attention.

Sincerely,

James Forester