

A Find and correct the ten errors in the letter.

Hayley Webber
21 Grove Street
Gloucester
GL1 6GT

24 July 2012

The Manager
The Pet Store
25 Cotton Lane
Gloucester

Dear Sir or Mrs,

I am writing to apply for a part-time job as a shop assistant at The Pet Store. I saw your advertisement online.

I'm seventeen years old and I study full-time. Last year, I worked at an animal rescue centre for six weeks, so I have experience of working with animals and dealing with the public.

This job would be really cool because I hope to study veterinary science at university next year and I want to get some more relevant work experience before then. I believe I have all the necessary qualities; I am hard-working, friendly and can work well with my workmates.

I am enclosing my CV with this letter. I'll provide references on request.

Write soon!

Yours sincerely,

H F Webber

Hayley Webber

B Read the job advertisements. Which job would you be good at? Why?**Waiting staff required**

The Coffee Bean Café is looking for waiters / waitresses to work at the weekends. You need to be hard-working, polite and able to work in a busy environment. Previous experience of dealing with the public will be an advantage. Please send a cover letter and your CV to: Harriet Johnson, The Coffee Bean Café, 24 Langley Street, Durham.

**Vacancy:
Stamford Library**

We are looking for a part-time library assistant to join our friendly team at Stamford Library. You must be well-organised, reliable and have an interest in books. You also need to have good computer skills and a polite telephone manner. Please apply in writing, including a CV, to: Brian Turnford, Stamford Library, Herts.

C Write an application letter applying for one of the jobs in B. Include the following information:

- What job you are applying for and where you saw the advertisement.
- Your age and recent work experience.
- Why you want the job and why you are the right person.
- What you are enclosing with the letter.