**Job Application Letter**

**LI: To write a letter of application**

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| **Letter format at the top.** | Horse and Pony Primary School  Hay Street  Horseville  Cobton 4543  22 May, 2014  To Ms Equestrienne |
| **An opening paragraph saying why you are writing and what positions you are applying for.** | I would like to apply for the position of Production and Design or Treasurer within a team during our Fundraising inquiry. |
| **Paragraph One**  **– Say what position would be your first choice.**  **- State the personality traits and skills that you have that are important for the job.**  **- Try to give an example of a time when you have shown some of those traits and skills.** | My preferred position is that of Production and Design. I believe I would be effective in that role, as I am good at coming up with ideas. Additionally, I have good sketching skills and am very practical when it comes to thinking about how to make things. An example of this was in a past inquiry where…. |
| **Paragraph Two**  **- Give the same information as Paragraph One, but for the second position you are applying for.** | My second most preferred position is…. |
| **Summary/conclusion**  **- Sum up what key skills you have that would be useful for the positions.**  **- A finishing off sentence asking me ☺ to consider your application.** | In conclusion, I believe my design and organisational skills would be put to good use in the position of Manufacturing and Design. On the other hand, I have key financial literacy and numeracy skills, which would also suit the Treasurer role. Thank you for considering my application. |
| **An appropriate farewell.** | Yours sincerely,  Gypsy Vanner |