

You want to apply for the position of a part-time summer camp guide.

Write a letter of application.

- Say why you want to go to England.
- What skills you have and whether you have any experience with children.
- Write whether you will be available during the summer holidays.

Dear Sir / Madam,

I am writing to apply for the position of a summer holiday camp guide as advertised in a leaflet which I found on the board in our school.

I am a 16-year-old student from Austria. I am attending a comprehensive school in Vienna and have been learning English for the last six years so can speak fluent English. I also speak German, which is my mother tongue, and have communicative knowledge of French. I would like to come to England to improve my English.

I have no formal experience with children, but I have a younger sister, and I often play with her and her friends. I am good at organising games and sports activities for children; for example, I organise a birthday party for my sister every year. I can play the keyboard very well and can host a singing contest for the camp participants. I am an outgoing, friendly person who likes facing new challenges.

In the summer I am available for four weeks from the middle of July to the end of August and will be happy to become part of your holiday camp.

I am looking forward to hearing from you.

Yours faithfully,

Julianna White

(203 words)

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apply for - sich um etw. bewerben

mother tongue – die Muttersprache

experience – Erfahrung

contest – Wettbewerb