

Young people wanted for part-time work in our summer camp for 10 – 14 year olds. Duties include helping with crafts and sport activities. Helpers must speak German and English.

If you are interested, apply in writing to Mary Smith.

You saw the above advertisement and are interested in the job. You have decided to write an e-mail.

In your email you should:

- Write why you are suitable for the job
- When you are available



Dear Ms Smith,

With reference to your advertisement in the last week's edition of our school magazine, I am writing to apply for the position of a helper in your summer camp for 10 – 14 year olds.

I am a 17-year old student from Vienna, Austria. German is my mother tongue, and I have a good command of English, as I have been learning the language for seven years. A job in your camp would help me to improve my speaking skills.

I have no formal experience of working with children, but I have a younger brother and I have often looked after him. Furthermore, I am a member of the volleyball school team and have always been very good at sport. I have organised sports activities for younger members of our club in the past, and I feel that I would be well-suited for the position.

I consider myself to be very patient and hard-working. My volleyball coach says that I am very good at working with children. I have excellent organisational skills. I am reliable and always dedicated to my work. I am very fit and can organise a variety of games and sports activities.

I am available to work any time from the second week of July to the end of August. I can be contacted at the above e-mail address or by phone on 123 456 789. I look forward to hearing from you.

Yours sincerely,

Philipp Hofer