

## Write a LETTER OF APPLICATION

You want to apply for the position of a **part-time summer camp guide**. Write a letter of application. You do not know the name of the recipient of your letter.

- 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 or Madam,

I am writing to apply for the position of a part-time summer camp guide as advertised on your website on 13th January.

I am a 17-year-old student from Vienna, and my mother tongue is German. I am learning English at school and would like to come to England to improve my speaking skills.

I do not have any formal experience with children, but I am good at sports, especially football and basketball, and can organise games for children. I do not play any musical instrument but I can sing very well and would be happy to organise a singing contest for the children at the camp.

I like being a part of a team, but I can also work independently. I am a reliable and hard-working person and I am always ready to take up new challenges.

I am available from the beginning of July till the end of August and can come to England for any four weeks in the summer.

I look forward to hearing from you.

Yours faithfully,

Patricia Scout

**apply for** - sich um etw. Bewerben, **as advertised on your website** - wie auf der Website angeboten, **mother tongue** - die Muttersprache, **experience** - Erfahrung, **contest** - Wettbewerb, **reliable person** - verlässliche Person.