

15A A _____ Street
H _____
A _____ 3 _____
021 _____

18 October 2019

The Manager, Hunting and Fishing
60 Manukau Road
H _____ 3 _____

Dear Sir/Madam

③ I would like to apply for one of the part time positions at Hunting and Fishing that was recently advertised.

④ I am currently a year 12 student at M _____ High School... I have always had a love for the outdoors and a passion for working with people. I want to work in the construction industry when I finish school and am hoping to get some job experience working with customers and people on my team to prepare me for that. I am also trying to save up money to pay for the building course that I want to do at H _____ Polytechnic next year.

② Although I have not yet worked in a shop similar to Hunting and Fishing before, I have experience and skills that would help me this job. In my outdoor education course we learn about fishing and hunting also about how to survive in the wilderness. I also have some experience hunting and fishing myself. In the past I had a total of three different jobs. I have worked at a scrap metal company, a recycling company and a fast food takeaway. My duties at the scrap metal company were similar to my duties at the recycling company, it included: sorting materials, working with machinery, working with customers and money. I am a flexible and reliable worker and I am keen on learning new things. I have enclosed my CV with more details.

① I would appreciate the opportunity of meeting with you and discussing this position further. I look forward to hearing from you.

Yours faithfully

S _____ M _____

283 words