

Learner 3: Low Merit
Intended for teacher use only

284 W_____ Road
M_____
A_____
Mob.021_____

7 November 2019

McDonalds
John H_____
N_____ & L_____ Street
M_____ 2____

Dear John H_____

③ I would like to apply for the part time position as a kitchen hands and counter staff at your restaurant.

I am currently studying English, Future pathway, History, Mathematics and Te Kua Hua with a view of earning NCEA Level 2 and 3 as a year 13 student at M_____ High School this year. I would like to gain more work experience that has got to do with in the hospitality industry as it would help me for the future. This would help me save up for the cost of the Travel and Tourism course I would like to do at Queenstown Resort College for next year.

② Although I have not worked in a restaurant before, the future pathway course gave me the opportunity to gain some work experience as a junior assistant at Y_____ K_____, which is a café in the M_____ town centre in 2019. This work place gave me the opportunity to develop my customer service and communication skills, gain experience in knowing how to deal with a wide and diverse range of people, and how to deal with difficult customers and situations... In addition to being first aid qualified, you will find me to be a responsible and enthusiastic young person.

I can present to you certificates or referees on request for your information and positive consideration. As well as my CV.

③ I would appreciate having the opportunity to talk with you further about this position. I can be contacted at the address and cell phone listed at the top of this letter for an interview anytime that is convenient for you outside of school hours.

I look forward to hearing from you.

Yours faithfully
L_____ A_____

L_____ A_____

303 words