

# Letters of Application

## WRITING A LETTER OF APPLICATION

Reference no. from advert if there is one

Your address

BT/67

21 Southview  
Headform  
HD76 3RT

Postcode

Name and address of person you are writing to

Tel No. 01526 342233

Telephone number

4<sup>th</sup> June 2002

Date

Ms Shtaniuk  
Hooks and Co  
Waterside  
Stoke  
ST17 8UH

Dear Ms Shtaniuk,

I should like to apply for the position of trainee clerical assistant as advertised in the Sentinel last Tuesday.

Link with school subjects

I am 16 years old and attend Ashburton School where I am studying eight GCSE subjects. I have recently completed two weeks' work experience at Haigh & Brown, Solicitors, where I really enjoyed putting into practice some of the basic office skills I have gained in school. I especially enjoyed using the computerised data.

Relevant experience

Sign off like this when you are writing to a named person

I am particularly interested in working towards further qualifications and value the opportunity to meet customers and work within the accounts department.

Mrs Knights, Deputy Headteacher, has kindly agreed to act as my referee and can be contacted at Ashburton School, Marine Drive, Headform, HD4 7UJ.

Referee

I am able to attend an interview at any time.

Your signature

Yours sincerely

Peter Thorne

Your name printed

Peter Thorne