

SANGAM SKM COLLEGE- NADI
YEAR 10 ENGLISH WORKSHEET 2

Job Application letter – Question

You are Mere Jones and Jonasi Linston and your address is P.O. Box 45, Nadi. You are completing Year 10 this year and you are looking for a holiday job. Write to the Human Resources Manager, Double Tree Resort, Nadi applying for the position of a Warehouse Storeman. This vacancy was advertised in the Fiji Daily Post on the 11th of February, 2021. **Your letter must include the following information:**

- (iv) the purpose of your writing, your talents /skills and age.
- (ii) the subjects taken in school and marks gained in the Term One Examination.
- (iii) any relevant work experiences.
- (iv) include any other necessary information.

Use the given plan to write a letter in the formal Section of your writing book.

Plan

P O Box 45
Nadi
19th June 2021

The Human Resources Manager
Double Tree Resort
Nadi

Dear Sir/ Madam

RE: Applying for the position of a Warehouse Store man

Introduction- purpose of writing- I would like to apply for the position of a Storeman in the above resort.

Content-

P2 – 15 years old and currently in Year 10, the subjects taken in school and marks gained in the term one Examination

P3- I have worked at Smugglers Cove Resort as the handyman in my previous school holidays

- gained quite a lot of experience in this field of work.
- I also served as a helping hand to the purchasing Officer at this Resort thus I have gained confidence to work in such an environment as a Warehouse Store man.

P4- I can assure you that I would be much responsible in carrying out my duties well that is movement and storage of products, unloading trucks and dispatching of items.

- As a young dynamic committed and self- motivated individual, I will oversee and manage the efficiencies and movement of spare parts and other materials within and outside warehouse environment.

P5- I have knowledge of basic computing such as word and will be able to follow all instructions under minimum supervision.

- I ensure you that I will be punctual to work every day.
- Please do not hesitate to contact on the number: 9543219 for an interview at any time convenient to you.

Conclusion- Looking forward to a favorable response.

Yours faithfully (Closing Complementary)- Sign, Name, and include the number of words.