

SANGAM SKM COLLEGE- NADI
YEAR 10 ENGLISH WORKSHEET 2
SOLUTIONS

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:

- (i) 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.

MODEL LETTER WRITING

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 Storeman

As advertised in the Fiji Daily Post on the 11th February 2021, I would like to apply for the position of a storeman in the above resort.

I am fifteen years old and currently in Year 10. I have lately completed my Year 10 Term One Examination. The subjects that I am taking at school are English, Mathematics, Commercial Studies, Social Science, Basic Science, Agriculture Studies and Home Economics. My total mark was 498 out of 600 with a mark of 76 in the English subject.

I have worked at Smugglers Cove Resort as the handyman in my previous school holidays and have 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.

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.

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.

I hope my application will be taken into consideration. Looking forward to a favorable response.

Yours faithfully

Mere Jones

(No. of words: 268)