Oak class

Greenhill Primary School

Ham Road  
Wicklow

4th March 2017

Dear Mrs Braithwaite

I would like to apply for the display specialist position in this year’s Book Fair Takeover. My school and outside responsibilities have given me the necessary skills to fill this role with enthusiasm and competence.

My imaginative art and design skills have been used at school for posters and events. Since starting Fifth Class, my paintings have been displayed in the corridor and classroom wall and I have also created posters and small props for the Christmas play and Red Nose Day event.

I am responsible and reliable. Throughout Fourth and Fifth Classes, I have acted as art monitor, helping Miss Rose to lay out all art supplies for class activities and making sure that the art cupboard is always tidy. At home, I make sure that my rabbit is always fed and that her hutch is always clean.

I look forward to hearing from you.

Yours sincerely

Sarah Evans

Oak class (Fifth Class)

(Your class)

(Your school’s address)

(Today’s date)

Dear (Name of the person in charge of the Book Fair Takeover)

(Give a short introduction to your letter; you could write one sentence saying which job you would like to apply for, and a second sentence saying why you would be good at this job)

(Look at the skills section of the job profile and write a paragraph for each skill, showing how you have shown this skill; for each paragraph, start with one sentence to say that you have the skill and then a second sentence to give an example of where you have shown or used this skill)

(End with one sentence to close the letter; you could say that you are looking forward to hearing from him/her, or you could thank him/her for considering you for the job)

Yours sincerely

(Your name)

(Your class)