(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 and year)