

How to write a letter

Your house number/name

Your street

Town

Cornwall

Your post code

Date you send letter

Name and address of the

Organisation you are writing to.

(If you know the name of the

Person you are writing to include this)

8 YUF GJf#A UXUa (or the name of the person you are writing to)

Ua Ughi XYbhiUhc Yghcb7 ca a i b]miGW cc`"8 i f]b['h Y'k YY_ 'Wta a YbW]b[(put in the day and date you will start) =k]`VYHU_]b['dUfh]b'Uk YY_ 'cZk cf_ 'YI dYf]YbW]b'cfXYf 'hc' dfcj]XY'a Y'k]h 'Ub'Uk UfYbYgg'cZd ``hja Y'Ya d'cna Ybh"

A mifYUgcb Z'f'k f]h]b['hc'nci 'jg'h Uhi=Ua 'j Yfmi]bhYfYghYX']b'gdYbX]b['h]g'k YY_ 'k]h (insert name of organisation). A mifYUgcbg Z'f' h]g'W c]WUfY'h Uhi(think carefully why you want this placement?... Is it an area of interest to you, is it something you feel you be talented at, or is it just a job you think you are interested in and would like to find out more about? You could also add how working for this organisation would benefit you.)

A \ cVV]Yg'UbX']bhYfYghg']bWi XYA (try to be specific here...don't just say 'reading' or 'hanging around with friends'. Try to think about interests which might suit you to this job, for example if it involves meeting people you could emphasise your interpersonal skills.)

=`cc_ Z'fk UfX'hc \ YUf]b['Zca 'nci 'UbX'YbWcgY'UghUa d'UXXfYggYX'Ybj Y'cdY'Z'f'nci f'fYd`nt'

Mci fg (sincerely if you are writing to a named person, faithfully if you are addressing your letter 'Dear Sir/Madam')

Mci f'buA Y

GENERAL POINTS

- You don't have to word process your letter...some employers actually like to see your handwriting as it can reflect on you as a person. If you do hand write your letter, obviously make it presentable.
- Use either 'letter' size or A4 size paper for your letter, not the centre pages from your jotter or ring binder paper.
- Make sure you carefully complete your application forms, asking someone to check through your forms for you. If in doubt over spelling or punctuation, complete your form in pencil first.
- Discuss what you want to do with your parents. You don't necessarily have to go for a job which is what you want to do...it may just be an area of interest to you.
- Don't hang about. Places are allocated on a first come first served basis.