



Draft an application letter

The two advertisements below are real, and were taken from the Cambridge Evening News website in May 2007. Choose one of them and draft an application letter.

Receptionist

Cambridgeshire, £13447 per year

2 PART-TIME RECEPTIONISTS
£13,447 pro-rata

Post 1: Mon & Tues 7.45 - 5.45
Wed 8.15 - 12.45

Post 2: Wed, Thurs, Fri 7.45 - 5.45

Joining our current reception team you will need to be cheerful, welcoming and calm.

Full details of the role are available on our website; www.monkfieldpractice.co.uk

Please apply in writing enclosing your CV to
Miss Rachel Shorter, Assistant Practice Manager,
Monkfield Medical Practice, Sackville House,
Sackville Way, Cambourne, CB23 6HL.

Closing date for applications: 3rd May 2007

Recruiter: Monkfield Medical Practice
Monkfield House, Monkfield Street
CB3 6AJ Cambs
01954 282153

Office furniture installers

Cambridgeshire, Full-time

The work is heavy & hours can be long
Constant pressure to get the job done
There are early starts and late finishes
Nights away from base

No-one will say thanks & people will moan
BUT YOU WON'T GET BORED!!

You Must:

Have a C1 entitlement on your license

Have ABOVE AVERAGE DIY skills

Be physically fit

Like working with people & think for yourself

I'll pay you:

A starting rate of £7.68 (review in May).

Additional payments for experience.

Give you a free uniform

Pension scheme & 20 days holiday

Don't contact me if the above Isn't you

Ian Lawton

Welch's Transport Ltd

Stapleford, Cambs CB22 5DL

01223 843011 or 07730 647828 (office hours)

Red2Green's Stepping Stones training sessions

Red2Green ♦ Harvey's Barn ♦ Park End ♦ Swaffham Bulbeck
Cambridge ♦ CB25 0NA
Registered charity no: 1112429

