



Spot the good and bad bits

What are the good and bad points about these two letters of applications?

Trainee windscreen fitter

Screensafe plc are looking for a trainee to join their team of windscreen fitters. Body shop experience would be an advantage.

Please apply to: Screensafe plc
 Screensafe House
 66-71 High Street
 Northton, NO1 2SS

Mr Proto
Screensafe plc
Screensafe House
66-71 High Street
Northton
NO1 2SS

Sam Wright
23 Lighthouse Lane
Northton
NO1 6SO

Tel: 07762 621212
Email: samwright@wrightyho.com

23 January 2007

Dear Mr Proto

I am writing to apply for your job as a Trainee Windscreen Fitter. I think I would enjoy this sort of work as I spend a lot of time helping family and friends to repair their cars. I also go to car maintenance classes at Coltree Evening Centre.

I am enclosing my CV and hope to hear from you soon.

Yours sincerely,

Sam Wright

Source: CVs and applications – how to present yourself on paper & the web (2007). Author: Patricia McBride. Publisher: Lifetime Careers

Red2Green's Stepping Stones training sessions

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



Administrator

We require an enthusiastic administrator for our office in Cambridge. This is a permanent position with good career opportunities, attractive salary and conditions. No experience necessary but some background in general office duties an advantage. Training provided for right person. Please send in an application letter, with copies of your references to:

Personnel officer
Unneedus Employers
P O Box 136
Cambridge
CB2 1AX
Closing date: 18 September

24 Aries Street
Cambridge
Cb4 2eX

Personnel officer
Unneedus Employers
P O Box 136
Cambridge
CB2 1AX

19 September

Dear Sir

I refer to your advertisement in last Saturday's 'Daily News' and I feel that I have all the necessary requirements for this position.

After spending several weeks during my school holidays and on work experience, working in the offices of several firms, I am confident that I am suited to this particular situation.

I have attached a copy of my CV for your perusal. Please note that I can be contacted by telephoning my Uncle on 2189933

Yours truly

(scribbled signature)