

Learner 2: Merit
Intended for teacher use only

44A H_____ Road
B_____
A_____ 1_____
+6421_____
V_____@_____

12 November 2019

The manager of G_____ L_____ and Sons
27 N_____ Ave
B_____ 2____

Dear Ms L_____

- I am writing regarding the part time diesel mechanic position you have open at G_____
- ① L_____ and Sons in B_____, that was advertised in the B_____ County news on Wednesday 10 November 2019.
- ② I am currently a year 13 student at B_____ high school. I would like a part time job while I am in school and that can lead to an apprenticeship after school. I was informed that
- ③ your company are the best in the heavy diesel trade.
- ② Although I have not worked on trucks before, I have worked on my own car's and have also done level 2 and 3 automotive engineering courses at CIT... My knowledge in automotive
- ④ engineering is more than enough to help myself, but I would like to extend my knowledge. I enjoy working with in teams, but I am also more than capable to work alone if that is
- ① required.
- ④ I do not mind starting from the bottom doing any of the odd jobs with in the workshop such as cleaning and working my way up to a mechanic by proving myself. I have a clean class 1 licence and would like to work my way to a class 5 driver's license.
- ③ I would really appreciate having the opportunity to talk with you in person with further regards to the position. I am available for an interview any time that is convenient for you outside school hours.

Your sincerely

V_____ W_____

V_____ W_____

267 words