




John Smith 


[13 Market Rd] | [WC2N 5D8 London] | [+44-123-456789] | [johnsmith@email.com]

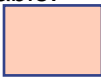
28 September 2020 


David Kelly 
London Botanical Garden
10 High Street
WC8S 9Z3 London

Dear Mr Kelly, 

I am writing to apply for the position of apprentice gardener at the London Botanical Garden which I saw advertised on your website. 

I am 16 years old and in my final year at secondary school. As you will see from my CV, I have shown an interest in gardening for many years. I spend nearly every weekend at my grandparents' garden, mowing the lawn, planting vegetables and caring for them. Last summer I was on a work placement at the Bristol Gardens Society where I gained a lot of experience in planting and trimming trees. This hands-on experience has strengthened my decision to seek a career as gardener. 

I enjoy being outside and in nature, and getting my hands dirty is no problem for me. Having done paper rounds for many years I have shown to be hard-working, punctual and reliable. 

I look forward to hearing from you soon. 

Sincerely, 



John Smith

Match the numbers with the different parts of the letter.

1. Formal closing like "Sincerely"
2. Salutation: Mr. / Mrs. / Ms. + surname
3. Recipient's name and address
4. 1st paragraph: Say why you are writing.
5. Your name and signature
6. 4th paragraph: Finish your letter.
7. 2nd paragraph: Describe your qualifications.
8. Header: Your name and contact details.
9. Today's date
10. 3rd paragraph: Describe your personal strengths.