

Dear Mrs Smith,

I am writing in reply to your job advertisement in the newspaper Times. I would like to apply for the job you offer.

I am an energetic sixteen-year-old girl, keen on sports and outdoor activities. Ball-games have been my favourites for years. I can speak English fluently as I have studied it at school for seven years. In addition, I am able to communicate in German and Russian.

Also, I am good with children. I have got two younger sisters, so I have had much experience in babysitting. That is why I know how to handle kids.

I am available all summer months – from June to August. So I am ready to work in your children's camp for three months.

I look forward to hearing from you.

Yours sincerely,

MARI METS

Dear Mr Adams

I am writing in reply to your job advertisement in my local newspaper "Postimees". I would like to apply for the post of the part-time tour guide.

I am a 33-year-old woman. I live in Tartu. I have a son, he is 13 years old.

My work is also my hobby. In my little store we sell clothes and jewellery. Sometimes I fix and make jewellery myself. So, I like fashion.

Also, I like spending time with my son. We often take pictures together. We both like photography.

This year I have started studying again. I would like to finish gymnasium. I can already speak some English and Russian.

I look forward to your reply.

Yours sincerely

KISTA KARU