

At the top of your letter, put your name, your address and contact details.

# John Smith

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28 September 2020

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

Dear Mr Kelly,

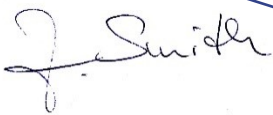
I am writing to apply for the position of apprentice gardener at the London Botanical Garden which I saw advertised on your website.

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

1<sup>st</sup> paragraph: Give a clear reason for writing.

2<sup>nd</sup> paragraph: Describe your past work experience and qualifications.

3<sup>rd</sup> paragraph: Describe your personal strengths.

4<sup>th</sup> paragraph: Finish your letter with a set phrase like "I look forward to hearing from you".

Closing: Use a formal closing like "Sincerely" or "Most sincerely"

Signature: Type your name and sign by hand above it.