

**Lue työpaikkailmoitukset ja mallihakemus. Hae jotakin paikkaa. Kirjoita hakemus vihkoosi.**

**PRIVATE SECRETARY**

*required for a businessman. Must be able to type and do shorthand. Must be ready to work in the evenings. Good salary. Write: John Smith, 3, Park Close*

**ASSISTANT**

*wanted in a garage in the evenings 4-7. Some knowledge of car engines preferred. Must have driver's licence. Write: McPenn, 4, High Street*

**GUIDE**

*HI-FLI Travel Agency require GUIDE for summer tourists. Must speak English and one other language. Write: Box 123.*

**YOUNG MAN / WOMAN**

*wanted to help to look after children in exchange for English practice and small salary. Write: Mrs Mayhew, Crome*

10, Park Street  
Widdlington  
April 20, 19.....

Dear Ms Mathis,

I saw your advertisement in the Times of Monday April 13th, and I would like to apply for the job as an au pair in your family.

I am very interested in children and know how to look after them. I have three younger sisters myself. I think I would enjoy the job very much.

I am 16 years old and will finish school at the end of May, so I will be able to start in June. If you want to know more about me, please write to my head teacher.

I enclose a copy of my last school report. I look forward to hearing from you.

Yours sincerely,