**Resources for possible use in lessons prior to the assessment task**

**Letter of application 1: Job advertisement**

**Summer Helper**

**Koala Child Care Centre is looking for part-time helpers to assist carers with looking after children aged 3 to 5, three mornings a week from 8.00 – 12.00 during the school holidays. To apply for the position you must be:**

* **in Secondary 10 or above**
* **good with children**
* **able to play the guitar**
* **good at reading stories aloud**
* **creative and energetic**

**Please send a letter of application to Ms Charmaine West. Personnel Manager Koala Child Care Centre 23 High Street Randwick. Vic 2034**

**November 10 2014**

**Coogee Bay Daily**

**Letter of application 2: Model letter of application**

Flat A,3/F Scenic Villa

130 Coogee Bay Road Vic 2034

November 10 2014

Ms. West, Personnel Manager

Koala Child Care centre 23 High Street, Randwick Vic 2034

Dear Ms. West,

**RE: Application for the position of Summer Helper**

I am writing to apply for the position of Summer Helper, which was advertised in the Coogee Bay Daily on 10th November 2013.

I am a Secondary 10 student at Coogee High School and am studying music as part of the HSC curriculum. I am presently the leader for the Music Club in Year 10. I am responsible for helping to organise musical activities for Year 10 students. I am also a member of the sports society and regularly participate in sports activities both at school and after school.

I think I would be highly suitable for the position of Summer Helper. I have two younger siblings and therefore have several years of baby-sitting experience. I understand young children and enjoy entertaining them and keeping them occupied. I can play the guitar and have been playing for three years. I can sing and enjoy performing. In fact I have taken part in several very successful school shows. As well as playing the guitar, I love reading aloud to children. I am also hard-working, creative and energetic and furthermore I live very close to the Koala Child Care Centre and am well known by your staff since my younger siblings have been going to this Centre for the last two years.

Should you require a character reference you may contact the following teachers at Coogee High School: Ms. Rebecca Dunsmore (Music Teacher): [r.dunsmore@CHS.edu.au](mailto:r.dunsmore@CHS.edu.au)

Mr. P Talbot (Year 10 teacher): [t.talbot@CHS.edu.au](mailto:t.talbot@CHS.edu.au)

I would be very happy to attend an interview at any time that is convenient for you and look forward to hearing from you. My contact address is above, my email is: [jalison@gmail.com](mailto:jalison@gmail.com) and my mobile phone number is: 04 63066792.

If you require further information, please do not hesitate to contact me. Yours sincerely,

Janice Alison

Ms. Janice Alison