

Example A

Assistant - Museum of Photography

Friendly, extrovert person, able to use own initiative and prepared to undergo training, required to assist members of the public and provide information in a busy museum.

You will undertake an Apprenticeship leading to qualifications at level 2, involving some time at college and assessment in the workplace. Experience of dealing with members of the public and some knowledge of photography would be an advantage.

Send CV, with a letter of application, to Mrs P Newth, Manager, Broadtown Museum of Photography, 17 Langley Park Avenue, Broadtown BD7 2SP.

22 Victoria Street
Broadtown
BD1 4AL
4th March 2012

Mrs P Newth, Manager
Broadtown Museum of Photography
17 Langley Park Avenue
Broadtown
BD7 2SP

Dear Mrs Newth

I am writing to apply for the position of assistant at the Broadtown Museum of Photography, which was advertised in the *Broadtown Advertiser* on 1st March. As requested, I enclose a copy of my CV.

My current position with Picture-it involves advising customers on different products and making sales. I enjoy dealing with the public. Although I am a team player (as you can see from my CV, I play football in a local team), I also work well on my own initiative. I enjoy photography and take part in regular workshops organised by Broadtown Photography Club.

I am very interested in this position as I am keen to develop my skills through training and experience and because of my interest in photography. I also feel that it's important to promote local attractions and facilities to visitors.

I hope that you will consider my application favourably, and look forward to hearing from you.

Yours sincerely

Chris Whitman

Curriculum vitae

Chris Whitman

22 Victoria Street, Broadtown BD1 4AL
Tel: 01999 692874 (home); email: chrisw@example.net

Education and training

Broadtown Comprehensive School, 2006-2011 - GCSEs gained:

Art and design B
French C
Design and technology C
English C
Mathematics D
ICT D
Science D

Employment

August 2011 - present: Picture-it camera shop. Full-time retail assistant. The job involves sales work, displaying new stock and dealing with customers' enquiries.

September 2010 - July 2011: The Old Crown pub and restaurant. Part-time waiter.

Work experience - October 2010: Broadtown Leisure Centre. Handled customers' enquiries, updated customer booking database for sports facilities and helped to promote a new aerobics class.

Interests

Football - I have played for a local team for the past two years and enjoy keeping fit.

Member of Broadtown Photography Club - I help organise exhibitions and attend workshops at the club to improve my photography skills.

I enjoy travelling and recently spent some time in Germany and France, where I took the opportunity to take lots of photographs.

Referees

The names of two referees can be supplied on request.