

Vacancy for Social Worker (Children's Services), Partington Borough Council

Dear Sir or Madam

I am writing in reply to your advert for the above post, which appeared in The Guardian on 9 May 2008, and I attach my CV for your attention.

As you will see from my CV, I am currently studying for a BA (Hons) in Social Work at Thames University, Swindon, and will be graduating in June 2008. Successful completion of this degree will give me fully qualified social worker status with the GSCC.

As an experienced primary school teacher I have a real enthusiasm for working with children and wish to transfer the interpersonal communication, and motivational skills that I gained in my teaching posts to a new career in social work.

In addition, I have a long-standing interest in developing children's potential with regard to sporting activities, and I am currently the manager of an under-11s football team.

I feel that as a social worker, I can make a real difference to the lives of the children and families of your area; I would also welcome the chance to work for a local authority such as your own, where I would be part of a small and committed team.

I look forward to hearing from you in the near future.

Yours faithfully
Charles Morton

Dear Sir/Madam,

I would like to apply for the position advertised in The Evening Standard on 18 November of PA to the Director.

As you can see from my curriculum vitae, I am at present working as PA to the Sales Manager of a large sportswear company, where I have been working for the last three years. Your advertisement asks for a good knowledge of Polish and French. I am bilingual in spoken and written Polish. My mother is Polish and I have visited Poland every year since I was a child. I achieved Grade A in A-level French. I really enjoy using my languages and at present studying for the French Chamber of Commerce language diploma at the Alliance Francaise in London.

I am also very interested in setting up filing systems. This has been a special interest of mine for the last year. Last December I did an in-service course in IT.

As you can see from my interests I am a very active person and would be very happy to have the opportunity to work in a small and fast-growing business.

Please let me know if you require any further details.

I look forward to hearing from you.

Anna Musgrove