Delete this box after reading.

Fill in the Gaps in the template.

If you are not a student, delete that section

If you are not working, delete that section

Please fill in as much information as you think we should know about your experiences, skill and knowledge.

Date:

**Att: Jet Set Sports/CoSport Staffing Team**

Dear Jet Set Sports Team,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am writing to you because I am interested in working with you at

(event)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**If you are a Student:**

I am now a student at \_\_\_\_\_\_\_\_\_\_\_\_\_ University. I am studying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . I am in my \_\_\_\_\_\_\_

year of study.

I would like to increase my experience and use my English. I heard about you from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**If you are currently Employed:**

I currently work at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My job is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In my job I am responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have been working at my job for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

years.

I would like to increase my experience and use my English. I can also use my skills from my

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ job. I work in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I can work with communication, team work, customer service and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please, feel free to contact if you would like more information about me.

Looking forward to hearing from you.

Best Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (this can be in Characters)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Full Name (in English)