

Mr. A. Employee
1, My House
Any Street
This Town
PO57 3DE

1st January 2014

Mrs. A. Manager
The Company
Employment Street
That Town
PO57 3DE

Dear Sir/Madam,

Application for the role of Support Worker

I would like to apply for the role of Support Worker which I have seen advertised in (where) and (when).

I have had previous experience of working in a support role helping young children with learning difficulties. I have given up some of my time on a voluntary basis to do this and enjoy being able to provide and help and support to the people who most need it.

I would like to now do this on a more permanent basis and believe that I would be able to stand up to the challenges that this role will bring. I enjoy working with people from all walks of life be it children, the elderly or people with mental or physical problems and I am happy to do a mixture of this.

I am organised, thorough and dedicated to my work, I have a strong personality and able to deal with most difficult situations as they arise. I am happy to do whatever training I need to do to ensure that I have the relevant experience to do my role effectively.

I have enclosed my CV with my application form; please do not hesitate to contact me if you have any further questions. I am able to attend an interview at short notice and look forward to being able to discuss this role in more detail with you.

Thank you for your time.

Yours sincerely

NAME SURNAME