
Praca

Prośba o przyjęcie na staż:

Rue du Lac, 989
CH-9878 Geneva
Switzerland
5th February 2000

Synapse & Bite Plc
3F Well Drive
Dolby Industrial Estate
Birmingham BH3 5FF

Dear Sirs,

As part of my advanced training relating to my current position as a junior systems trainee in Geneva, I have to work for a period of not less than two months over the summer in a computing firm in Britain or Ireland. Having heard of your firm from Mme Grenaille, who worked there in 1998, I am writing to you in the hope that you will be able to offer me a placement for about eight weeks this summer.

I enclose my C.V. and a letter of recommendation.

Hoping you can help me, I remain,

Yours faithfully,

Madeleine Faure

Encls.

List w sprawie zatrudnienia – nauczyciel:

B.P. 3091
Pangaville
Panga
6th May 2000

Mrs J Allsop
Lingua School
23 Handle St
London SE3 4ZK

Dear Mrs Allsop,

My colleague Robert Martin, who used to work for you, tells me that you are planning to appoint extra staff this September. I am currently teaching French as a Foreign Language as part of the French Government's "cooperation" course in Panga which finishes in June.

You will see from my CV (enclosed) that I have appropriate qualifications and experience. I will be available for interview after the 22nd June, and may be contacted after that date at the following address:

c/o Lewis
Dexter Road
London NE2 6KQ
Tel: 020 7335 6978

Yours sincerely,
Jules Romains
Encl.

List w sprawie zatrudnienia – dekorator wnętrz:

23 Bedford Mews
Dock
Green
Cardiff
CF 23 7UU
029-2044 5656
2nd August 2000

Marilyn Morse Ltd
Interior Design
19 Churchill Place
Cardiff CF4 8MP

Dear Sir or Madam,

I am writing in the hope that you might be able to offer me a position in your firm as an interior designer. As you will see from my enclosed CV, I have a BA in interior design and plenty of experience. I have just returned from Paris where I have lived for 5 years, and I am keen to join a small team here in Cardiff.

I would be happy to take on a part-time position until something more permanent became available. I hope you will be able to make use of my services, and should be glad to bring round a folio of my work.

Yours faithfully,

K J Dixon (Mrs)

Encls.

List w sprawie zatrudnienia – projektant:

16 Andrew Road
Inverness IV90 OLL
Phone: 01463 34454
13th February 2000

The Personnel Manager
Pandy Industries PLC
Florence Building
Trump Estate
Bath BA5 3TT

Dear Sir or Madam,

I am interested in the post of Deputy Designer, advertised in the "Pioneer" of 12th February, and would be glad if you could send me further particulars and an application form.

I am currently nearing the end of a one-year contract with Bolney & Co, and have relevant experience and qualifications, including a BSc in Design Engineering and an MSc in Industrial Design.

Thanking you in anticipation, I remain,

Yours faithfully,

A. Aziz