

IELTS Letter, topic: Cleaning job application

Dear Sir/Madam,

I'm writing this letter in response to the vacancy for housekeeper as advertised in the "Daily News" on 6th of November 2007.

I have worked for the "Care-givers" home for 5 years and thereafter was transferred to the main branch in Durban. This branch caters for two hundred people. I was appointed the supervisor, with five staff reporting to me. I have gained much experience in planning, organizing and leading in this job. I have worked with all types of people and know how to handle any problems that may arise.

The reason why I would like to apply for this job is because your private home would benefit from my experience. I would be able to give much more attention to the needs of the home due to its size. My credentials speaks for itself which is attached for your perusal. I await to an interview to further discuss my experience with you.

I hope to hear from you soon.

Yours Faithfully,
M Munsamy

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