**LETTER OF APPLICATION**

Dear Ms Pagowski,

Mr Raymond Jackson of your Bradford Club suggested that I wrote to you. I understand that with funds from the recently announced Government Youth Initiative you plan to open two new Youth Centres later this year.

Having gained a distinction in passing my Youth & Community Work Diploma, I have been encouraged to seek a position as a Youth Leader.

As you will see from my enclosed CV, I have computer and financial skills, supervisory and managerial experience plus many years of effective working with young people.

Having a deep commitment to the lives of teenagers, it would be a privilege to work on the project. I’d relish the rare opportunity to start a Centre from scratch and the challenges beyond meeting the opening deadline - exploring all avenues to develop the Centre into a sustained success.

Sincerely,  
  
XYZ