

28 March, 20XX

To: Brooke Cheley-Klebe
Cheley Colorado Camps
3960 Fish Creek Rd.
PO Box 1170
Estes Park, CO 80517

Dear Ms Cheley-Klebe,

I am writing to apply for the Childcare position for the Cheley Summer Camp of 20XX as introduced in your official website. I am an energized 10th grader, currently studying at Canadian International School of Hong Kong. From my pervious participation as assistances in summer camps and other children related work I strongly believe that my experiences will benefit me for this job.

I have served as a camp assistant for two exchange camps in the past year, with children ranging in age from 7 - 15. From these experience I have acquired communication skills with younger children as well as the basic knowledge of caring for them. I will be attending a training session this May and will then be given a certificate of qualification for both First Aid and CPR qualification after the completion of the course. In the same way, I will be taking my drivers test by the end of May and will be granted my license by then.

Further details regarding my previous experiences and trainings are listed in my resume, which is attached along with this letter. I strongly believe that my skills and characteristic would bring benefits to your camp. I will be reached through my email and phone, looking forward to join the big Cheley Summer Camp family. Thank you for your time and considerations.

Sincerely,

Joyce Hoi Ching Lau

Enclosure: Resume