24 Dargle View,

Bray,

Co. Wicklow.

The Cosy Café,

Main Street,

Bray.

3/6/13

Dear Sir / Madam,

 I wish to apply for the position of waitress as advertised in the “Bray People” last Wednesday.

 I have previously worked in a small café in Delgany. I have experience of serving customers, making coffees and using the till. I am friendly and helpful, and always work very hard.

 I am currently on my summer holidays from St Kilian’s Community School. I am available to work seven days a week during the holidays, and will be available at weekends from the end of August when I start 5th year.

 Please find enclosed a copy of my curriculum vitae and references. I am available for interview every evening. I look forward to hearing from you,

 Yours faithfully,

 Mary Murphy