Topic 4 - Write It Down (Business Letter)

**Original text:**

**Junior Level Wordpress & Frontend Developer (Office based) Morley, South Leeds**

**The Company**  
Serif is an IT and Web/App Development Company established in 1994 and based in Morley, South Leeds.  
We are looking for a WordPress and Front-End Developer to join our small but mighty team. We are a creative agency that designs and creates awesome apps, websites. We have the pleasure of working with some nationally recognized brands and some small local companies. We are also deliberately sector neutral, so the work here can be extremely varied so never a dull moment.

**You and the job**  
You’ll be joining our team of 3 developers. We mainly work with WordPress, we love it, and you should too!  You will have been building and supporting WordPress for at least 3 years and have a knack for finding bugs and fixing them quickly. The idea of learning a new system, language or skill set that you've never worked with before, should be an exciting rather than terrifying concept to you. You will have a particular leaning towards front-end rather than backend development, so you like being able to make things look good.

You will be working with a backend team and a design team so you can concentrate on your front end skills.  Helping to put together a good specification for a project is a skill that would benefit the team. You’ll enjoy collaborating with the rest of the team, learning and adapting with them. You’ll love to have and describe great ideas about how to take concepts to the next level.

**Essential skills**

* Excellent communication skills, both technical and non-technical
* Strong desire to work as part of a team rather than in isolation
* WordPress, creating themes, creating/modifying/updating plugins
* HTML,PHP,CSS(including pre-processing frameworks such as SASS)
* Strong Java Script skills
* Responsive and mobile experience
* Excited to learn more and experiment with things you’ve never done
* Excellent problem solving skills

**Desirable skills**

* Command line Linux
* API skills
* Knowledge of Stripe & payment processing
* ReactJS/NextJS
* Experience of git based version control

**What you'll get**

* A fulfilling and rewarding long term job
* Competitive salary depending experience
* 20 days holiday, plus all bank holidays
* Flexible working hours

**Covering letter:**

Daniel Kučera

My Address 123

Jihlava, 586 01, Czech Republic

kucera41@student.vspj.cz

123 456 777

24.5. 2023

Serif, Web/App Development Company

Churwell, City and Borough of Leeds

Churwell, LS27, Great Britain

Dear Mr. Jones,

I am writing to apply for the Junior Level Wordpress & Frontend Developer position at Serif the web Development Company. With my experience in WordPress development, proficiency in HTML, PHP, and CSS, and ongoing studies in Applied IT, I am confident in my ability to contribute to your team.

I have previously worked with WordPress, creating websites to generate additional income. I am adept at customizing themes, implementing plugins, and ensuring responsive design for optimal user experience. My knowledge of HTML, PHP, and CSS allows me to code responsive websites that function seamlessly across various devices and browsers.

Currently pursuing a degree in Applied IT, I possess a strong foundation in programming principles, database management, and software development. I am a proactive learner, continuously staying up-to-date with the latest industry trends and technologies.

I am confident that my skills, combined with my attention to detail and problem-solving abilities, make me a valuable asset to your team. I have attached my resume for your review and would welcome the opportunity to discuss how my qualifications align with your requirements.

Thank you for considering my application. I look forward to the possibility of contributing to Serif's success.

Sincerely,

Daniel Kučera

# Sources

Serif, 2023. *CV Library.* [Online]   
Available at: https://www.cv-library.co.uk/job/219316268/Junior-Level-Wordpress-Frontend-Developer?rx\_a=70&rx\_campaign=zipalerts0&rx\_ch=jobp4p&rx\_group=128349&rx\_job=219316268&rx\_medium=CPA&rx\_r=none&rx\_source=ziprecruiter&rx\_ts=20230524T120048Z&rx\_vp=cpc&s=104341&utm\_  
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