

# **Tajinder's English Classes®**

## **Your Dream-Our Passion**

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**Write a letter to a job recruitment company to find a part-time job for you. In your letter:**

- Introduce yourself
- What job you are interested and why?
- What skills you have?

Dear Sir or Madam,

Through this epistle I would like to take your services for getting me a part time job for a security guard for about six hours near my home at Sydney Harbor as I am already occupied in a full time profile with a bank so working for a few more hours is viable for me.

Currently, I am posted with Apex Bank's main branch at downtown and get free by noon as I start early so I can easily manage a new task as a guard or a manager of security team as I do have an experience of three years in the same domain. I am a graduate with a good physique and a black belt holder in Marshal Arts; I even got a Police Medal last year for foiling a robbery attempt in our bank. I am adept to handle any difficult situation as I am thoroughly trained in it.

Unfortunately, I am suffering from some financial crisis which has led me to search a new job which may help cope up with my situation though I am quite satisfied with my current employer. I hope you would help me through your network.

Please find enclosed my detailed CV for more about me.

Thank you

John Cater