

Work Experience

W20008

Preparatory Study 3

This is intended to be a brief assignment.

Some aspects of this assignment may be re-examined in more detail later in the year.

Read the notes below first.

Application Letter Writing

Write a letter of application to...

Mr P. Jenkinsop

Manager

Kilworth Plastics

Kilworth

Co. Cork

... seeking employment temporarily for the duration of your work experience. You are seeking experience working in a computerised office environment to assist you in achieving your FETAC Level 2 award in Information Technology from this college.

Use The Internet and what you have learned about letter writing in communications to learn how to format the letter appropriately.

Provide appropriate details including dates, return addresses etc.

Guidelines

- The completed letter should be attractively formatted and spaced well on an A4 page.
- The letter should be standard formatted (see sheet on standard formatting).
- The assignment should be submitted on paper with cover sheet using the submission box in Room 15
- The assignment should also be submitted electronically by attachment using the filename **PreparatoryStudy03** in an email with the subject line **WEXP03** to **fachtna@cti-clonmel.ie**
- Successful submission will generate an automatic email receipt in due course.
- The deadline for this assignment is: **15:15, Friday, 25-11-2005**