You have seen an advertisement in an English newspaper for a job working in the City

Museum shop during the holidays.

You decide to apply for the job. Write a letter to the director of the Museum. In your letter:

 introduce yourself

 explain what experience and special skills you have

 explain why you are interested in the job

Dear Sir or Madam,

My name is Karthick and I am writing this letter to you regarding the job opportunity that I have seen in a newspaper.

Currently, I am pursuing the final year of Bachelor of Arts in History in the Government University. I saw your advert in the newspaper for the post of part-time sales man during the holidays. I believe that I am more suitable for this position.

I have good understanding in our local history and I have been doing a research project about the City Museum for my final year dissertation. Due to this, I have vast knowledge in the history and I can explain the background of the articles during the sales. This will encourage the customers to buy our products. Moreover, I worked as a sales representative in one of the city libraries, so I have adequate experience to take up this job.

As I mentioned earlier, I am a student and this additional income will support my education. Furthermore, I have great interest in history and this position will help me to learn more about our local history and tradition. Hence, I request you to consider me for the available position and I have also enclosed my resume for your reference.

I look forward to hearing from you soon.

Yours faithfully,

Karthik Muthumuniyandi.

Is it good for children to start using computers from an early age and spend long hours on them? Discuss the advantages and disadvantages.

It is true that nowadays children spend a lot of time in front of electronic gadgets, such as computers, laptops and mobile phones. While spending a great amount time in front of monitors has numerous benefits, it also has more negatives. In this essay, we will discuss the pros and cons of the excessive computer usage from childhood.

There are a plethora of advantages when children use computers from their early stage of life. First of all, this will assist the children to be ahead of the curve, so they will be more successful in their future. For example, there are a number of websites available to help the students to easily understand the complex school subjects through interactive methods. Moreover, children can learn about a wide range of subjects apart from their school curriculum. This will assist them to understand not only school subjects, but also, numerous extra-curricular activities.

Having said that, overuse of computers causes a lot of problems in child's health. Firstly, watching electronic monitor for a long time affect the one's eye sight immediately. For instance, children who use the computers or mobiles more than stipulated time are wearing power glasses as their eye sight has been impacted because of the excessive use of computers. Secondly, a recent study by Cambridge University shows that children who use computers for long hours are losing their concentration and mental focus eventually. Due to this, they perform poor in their academics and unable to concentrate on their studies. According to that study, if parents limit their children's screen time from childhood, their offspring will become active and perform well in their studies.

To conclude, all the technological advancements are having its merits and demerits. Thus, it is parents' responsibility to regulate the children's leisure time and enable them to travel in the right path. Though, children spend a lot of time with computers have many benefits, it has equal number of drawbacks as well, so parents needs to be vigilant while their children access the computers.