

What is the job

Reporter

What you will do

- Write down the people who came to the event
- Take photos
- Ask questions

Think about the job

Tick what you are good at



Writing people's names



Taking photos



Asking people questions

Do you want to do this job?

Yes — Write to your teacher

No — Look at another job



How to write a covering letter

Example of a letter:

Dear _____ ,

My name is _____ .

I want to apply for the role of _____

I am good at:

Writing people's names

Taking photos

Asking questions

Thank you for considering me for this job.

Yours sincerely,

1. Write your teacher's name

2. Write your name

3. Write the job you want to do

4. Tick what you are good at

5. Write your name

Now write **your** covering letter on the next page.

Then give it to _____



Covering letter

Dear _____ ,

My name is _____ .

I want to apply for the role of _____
_____ .

I am good at:

Writing people's names

Taking photos

Asking questions

Thank you for considering me for this job.

Yours sincerely,



My work plan

Make a plan with _____ (name of teacher or peer)

My jobs:

- _____
- _____
- _____
- _____
- _____

I will work with:

- _____
- _____
- _____

