

1 Your Street Name
Leeds
Post Code Here

January 2025

Dear Manager

I am a Year 11 student, currently studying for my GCSEs at Allerton Grange School. I am looking for part-time work, in order to be more financially independent. Please find a copy of my CV enclosed.

I am a hard worker and I thrive in a customer-facing role. I am an outgoing, sociable person and I engage well with others.

I would be delighted to hear of any opportunities you may have, and would be equally happy for you keep my details on record for any future roles.

Yours sincerely,