

Dear Mr NN,

I am writing in response to your online advertisement seeking staff for NGO programe. I wish to apply for the position of pet carer.

I am fourteen-year-old student. I have been fascinated and amazed by animals since I was a child. I intend to pursue a career as a veterinarian. With this is mind, I hope to gain as much relevant experience as possible while I am still a student. I would love to welcome the opportunity to work with and learn from a successful organization such as NGO.

I have gained considerable work experience with pets. I fell in love with them and got used to them. I supervised pets. I also attend staff mettings about pet care. Additionally, as a big animal lover, I feel confident that I possess relevant skills and would be well suited to the position.

I would be very glad to attend an interview at your convenince and have attached my CV for your consideration. Please do not hesitate to contact me if you require any further information. Yours sincerely,

Dudu Svanidze.