

Kate Jones  
3 Baker Street  
Edinburgh  
U.K.  
*4th April, 2020*

Oxfam  
Nicholson Street  
Edinburgh  
U.K.  
Subject: cover letter

Dear Sir or Madam,

I am writing to apply for the volunteer vacancy with Oxfam.

I already have significant experience as I volunteered on a farm in New Zealand last year.

During my experience as a WWOOFer, I've learnt how to farm a land and harvest. Moreover, I used to inform the customers of organic production rudiments and environmental issues.

I really enjoyed being able to talk with different people.

Furthermore, I think I possess some assets that could be useful for this job as I am patient, welcoming, organized and polite.

I would welcome the opportunity to meet you to discuss any positions at Oxfam.

I have enclosed my CV with this letter for further information.

I look forward to hearing from you.

Yours sincerely,  
*Kate Jones*

New message — ↗ ✕

From pierre.liret@france.com

To [william.fraser@sanfransisco.com](mailto:william.fraser@sanfransisco.com) Date 27/06/2020

Subject News from your favourite correspondent

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Hi Will,

It's been a while! I've finally found a job! Lucky me!

It's about time I earned money to be able to come and see you over the next holiday.

I am now working in a summer camp in Corsica, a beautiful French Island. I have to look after the kids as well as entertain them. I organise games, sports and expeditions so they get to discover Corsica. I work 5 hours a day and I am often free over the weekends. I've made some new friends and guess what: one of the girls is American so I get to practice my English a bit more. She showed me pictures from San Francisco, it looks AMAZING!

What about you? Are you still working in the charity shop?

How are your holidays going so far?

Talk to you soon,

Pierre

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