

Applying For A Job

52 Lark Street
Brooklyn
June 5, 2006

Ms. Hanna Derby
Director
Comp Woodlands
P.O. Box 113
Deerfield

Dear Ms. Derby,

I am writing because I would like to apply for the job of summer camp counselor, which was advertised in the Student Weekly.

I am an 11th grade student at Brooklyn High School. Over the past two years, I have been a scout leader for kids aged 12-14 at our local community center. My responsibilities have included organizing weekly activities for over 40 scouts and planning day trips and overnight camp-outs. In addition, I have helped train three other scout leaders. I enjoy working with children and feel that my experience in the scouts would help me as a camp counselor.

I have enclosed references from the community center and would be happy to come for an interview or send any other information you require.

I look forward to your reply.

Yours truly,

Tara Jackson

Relating To An Issue

52 Lark Street
Brooklyn
June 5, 2006

The Editor
Around Town
P.O. Box 52
Ashville

Dear Editor,

Concerning the article "Zoo Bans Children", I would like to express my support for the zoo's decision to ban unattended children. I feel that the arguments of those who oppose the new rule are completely unfounded.

To begin with, the woman you quoted claims that her taxes support the zoo; therefore, she has the right to send her children there. Surely this mother doesn't believe that the zoo is a baby-sitting service!

As for the man who said it is the zookeeper's job to make visitors behave, I believe it is the parent's responsibility to teach their children to respect animals. The zookeepers' job is to care for the animals, not spend their time protecting them from unruly children who tease them and throw garbage onto their cages.

I congratulate the zoo on its decision. I only wish it had come in time to save Lucy, the Chimpanzee who died after swallowing a ball thrown at her by a thoughtless child.

I hope your readers understand the seriousness of this issue!

Yours truly,
Lisa Gordon

Making A Complaint

52 Lark Street
Brooklyn
June 5, 2006

Discland Music Shop
24 Broad Street
Centerville

Dear Sir/Madam,

I am writing because I wish to complain about the CDs which I ordered by mail from your shop.

First of all, you claim that you make deliveries within two weeks, but the CD's took an entire month to arrive. Secondly, one CD was scratched and another CD that I ordered was not even included in the package.

In addition, I ordered from your shop because you claim to have the lowest prices. However, I discovered that my local music shop offers prices, which are lower than yours.

In conclusion, I am very disappointed with the service I received. I would appreciate a full refund for the scratched and the missing CDs. I would also like compensation for the slow delivery and incorrect information about your prices.

I look forward to your prompt reply.

Thank you in advance,

Jonathan Martin

Requesting Information

52 Lark Street
Brooklyn
June 5, 2006

Ms. Jane Gardner
Melody Music School
10 Guild Street
Brighton

Dear Ms. Gardner,

I saw your advertisement on our school noticeboard and am writing to request further information about the music lessons you offer.

Your advertisement mentions instruction on various instruments at different levels. I would like to know whether you have intermediate lessons in clarinet.

In addition, it would be helpful to have more specific details about the school's schedule and location. For example, would it be possible to take classes on Mondays and Thursdays from four to six in the afternoon? As I live in the suburbs, I would also appreciate details about where the school is located and what public transportation stops near the school.

I would be grateful if you could reply as soon as possible.

Sincerely yours,

Allan Best