

- ① Look at the job advertisement. First, collect strengths and qualifications needed for that job.

**Shop Assistant (Part-time)**

We are looking for a friendly and motivated shop assistant for our clothing store in the city center.

Your tasks:

Help customers find clothes  
Work at the cash desk  
Keep the shop clean and tidy

We offer:

A nice team  
Flexible working hours  
Staff discount

If you are interested, please send your application letter to:  
Mary Smith, City Fashion Store, Main Street 15, 12345 Sampletown.

- ② Write a letter of application for that job.