Look at the job advertisements on the website and choose one to apply for. Think about what experience and skills you have that you can highlight. Write your cover letter below.

HTTP://WWW.JOBS-IN-HIGHTOWN.COM

Volunteer needed – Hightown animal sanctuary
We need a volunteer to help us with a wide range of tasks at the sanctuary. We welcome applications from those who have experience taking care of pets or other animals.

Journalist intern needed – Hightown Daily News
This is a great opportunity for someone interested in a career in journalism. Experience writing various types of articles and essays is essential, as is the ability to meet deadlines.

Volunteer office assistant needed – Hightown Helping Hands
We are a charity working with various groups of people in Hightown. We need a volunteer to help us with various admin tasks in our main office. Punctuality and good computer skills are essential.

Teaching assistant needed – Hightown School
We are recruiting a teaching assistant to help our teachers and students in class. Experience teaching or looking after children is required. Foreign language skills are desirable.

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