

Jobs

Football Trainer Wanted

UNIVERSITY OF HOBURN football team.

- Do you like football?
- Can you teach football?
- Can you organise a group of people?
- Can you speak English?
- Can you drive a car?

Yes? Send us an email at jobs@uoh.edu.uk-sports

JOBS@ UNIVERSITY OF HOBURN

Jobs at university sports café

- Do you like working with people?
- Can you cook?
- Can you speak languages?
- Can you use a computer?

Yes? Send us an email at jobs@uoh.edu.uk-sports

From: lenty@dsmail.com

① To: jobs@uoh.edu.uk-sports

Cc:

② Subject: **Jobs**

Insert: Attachments Photos Videos

Tahoma 10 B I U

③ Dear Hoburn University Sports Club

④ Please send me information about the job at the sports café.

⑤ I am friendly and I love working with people. I can cook well, especially pasta and pizza. I can speak English, Spanish and a little German. I can use a computer very well.

⑥ Best regards

⑦ Lenny Tyler

Send Save Cancel

Top Tips for writing

1. The address of the person you write to.
2. What the message is about.
3. Beginning. We don't know the person, but we can write the name of the organisation.
4. Introduction. Why you are writing.
5. Main part of the email.
6. End of the email.
7. Name of the person who writes the email.