

Your address
City
Postcode
your email
Date, example: 1st July 2013

Dear Sir or madam,

Painting-decorating/ joinery-carpentry/ cabinet making/ upholstery Internship

I would like to apply for a four-week work placement in your company as a **painter-decorator/ a joiner/a carpenter/a cabinet make/ an upholsterer** from 7th March to 1st April 2016. I am a third year student learning **painting-decorating/ joinery /carpentry /cabinet making/ upholstery** in a French vocational school in the North of France, called **Charlotte Perriand** (<http://charlotte-perriand.savoirsnumeriques5962.fr/charlotte-les-photos/>). I'm attending a "baccalauréat professionnel" corresponding to the vocational level advanced-NVQ3.

I have many skills which I am able to contribute to the job role. I have already had 12 weeks internship in different companies during my course. **Ajouter ici si vous avez déjà travaillé pdt les vacances dans le domaine.** I get good school results at school, I practice **joinery/painting/decorating/cabinet-making/upholstery** at the workshop 12 hours a week and also attend technical lessons. The main tasks I practise are the following ones:

Vous devez enlever ce que vous n'avez pas fait, en ajouter d'autres, aidez-vous des sites figurant dans les consignes (sinon me demander)

FOR PAINTERS

- erecting and dismantling Access/Working platforms in the workplace
- measuring surface areas to work out how much material will be needed
- stripping off old wallpaper, paint or lining
- filling holes and cracks and making sure surfaces are level
- preparing surfaces with primer and undercoat
- mixing paint to the right shade, either by hand or using computerised colour-matching equipment
- applying layers of paint and hanging wallpaper
- applying floor layings

FOR JOINERS

- I've learnt the basic joinery techniques, the use of handtools and machines.
- I can work as a bench joiners, manufacturing doors, window frames, gates, kitchens, interiors of shops...
- Or as a site joiner, fitting doors, frames, gates, kitchens (second fixings too), interiors of shops...

FOR CABINET MAKERS

- cutting, shaping and planing the wood, using hand, power and machines
- fixing the parts together and making joints
- adding other fixed or movable parts such as brackets, hinges, handles and locks

- finishing the assembled pieces of furniture, for example with veneers, lacquers or French polish.

FOR UPHOLSTERERS

- removing old upholstery
- reupholstering different types of chairs (PRECISEZ)
- preparing patterns and templates
- cutting out fabric
- fixing webbing and springs
- covering frames with padding and fabric using stitching, staples, tacks or glue
- making/ fitting cushions, curtains
- adding trimmings such as piping, fringing and buttons.

I'm also used to conform to general health, safety and welfare in the workplace.

As far as my communication skills are concerned, my level at English is A2+/B1. I will have a technical glossary with me and I would like to attend some English lessons in Malta.

I've an organised approach to work, good practical skills, an eye for detail, the ability to follow technical drawings and plans and good maths skills for measuring and working out quantities and angles. I'm patient and accurate. I also have the ability to work as part of a team and unsupervised and a good awareness of health and safety..

Ajoutez ici vos qualités ...

Attached is a copy of my CV. I am able to provide the names of referees who will support my application.

I look forward to hearing from you.

Yours faithfully,

your name

CONSIGNES

Faites votre lettre perso en :

- Complétant vos infos perso

- choisissant la partie technique qui vous correspond (enlevez les autres et ce que vous n'avez pas fait, pour trouver d'autres infos voir les sites ci-dessous)

personnaliser la partie en vert (vos qualités personnelles) **voir le lien suivant pour vous aider :**

<http://www.esolcourses.com/content/englishforwork/jobvocab/job-interview-positive-personality-adjectives.html>

pour vous aider, des sites qui décrivent les qualités requises pour ces différentes spécialités : (voir les parties : skills, interests and qualities) + ce à quoi vous pensez, nous traduirons ensemble

peintres :

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobprofiles/Pages/painteranddecorator.aspx>

<http://icould.com/job-title/5323/>

menuisiers

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobprofiles/Pages/carpenterorjoiner.aspx>

<http://icould.com/job-title/5315/>

ébénistes

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobprofiles/Pages/cabinetmaker.aspx>

http://www.fas.ie/NR/rdonlyres/6F502488-10AE-4594-9415-43F65FBD59D6/0/The_Craft_of_Cabinet_Making.pdf

tapissiers

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobprofiles/Pages/upholsterer.aspx>

<http://icould.com/videos/cathy-j/>

BON COURAGE !