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Mrs Barbara Stevens  
Personnel Manager  
Cherish the Arts  
Station Avenue  
Leicester  
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2<sup>nd</sup> October 2018

Dear Mrs Stevens,

I am writing to apply for the Education and Outreach placement advertised by Rate My Placement. I am a 2<sup>nd</sup> year Fine Art Student at Loughborough University with teaching and leadership experience and an interest in the creative sector, especially in ceramics which I understand your organisation specialises in. Please find my CV attached for your consideration.

I believe that Cherish the Arts offers so much to the nearby community especially with your outreach programme where you deliver workshops to SEN schools and your "Green week" where you encourage learners to reuse plastics and packaging to create sculptures for your exhibition. I personally find this an excellent way of creatively educating people of the effect waste pollution is causing to the environment as this is a topic I am passionate about.

During my degree course, I have volunteered with the National Trust to educate children on how to create homes for the surrounding wildlife. I have also been working part time at your partner company, Arts Haven as a ceramics workshop mentor for children in care. Through creating lesson plans and working closely with the children I have enhanced my leadership skills and learned how to manage my time efficiently so I can ensure that the children are being provided equal attention and education.

I achieved 68% in my first year examinations and am hoping to achieve a high 2:1 for my course work this year. Whilst at University, I have developed my team working skills through working on group projects and exhibitions with my peers. We most recently created a multi-sensory exhibition for people with visual impairments and through group research, targeting specific audiences and sourcing an easily accessible location, the exhibition was a success with a total of 378 visitors.

I would be most grateful if you could consider me for this position. I will be available for interview at any time and please do not hesitate to contact me if you would like to discuss my application further.

Yours sincerely,

*Carl Newman*

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