

Activity 7: Read an email



Lily chose the Aged care visitor position. She sends an email to the contact. Read the email and answer the questions.

mail ▾ ↩ 📧 ! 🗑️ 📁 ▾ 🏷️ ▾ More ▾

COMPOSE

Volunteer Aged care visitor 📧 Inbox x 🖨️ 📧

Lily Lu <Lilyleelu@gmail.com> 12:28 PM (0 minutes ago) ☆ ↩ ▾
to <mwonds@merriveatheragedcare.com> ▾

Dear Magda,

I am writing to apply for a volunteer position as an Aged care visitor at Merriweather Aged Care. Annie Lupino of Volunteer North has sent me your details.

I am an accountant by profession but I have personal experience in engaging with the elderly. I was sole carer to my parents in their final years. I am very mindful of talking with aged people patiently and respectfully. I enjoy, and learn, from the company of older people.

My first language is Mandarin and I live locally.

I am happy to come and meet with you whenever it is convenient, in school hours. I have a daughter at school. My contact details are below.

Yours sincerely,

Lily Lu

2/67 White Street Greenville, 3998
Phone: 0499 688 767
lilyleelu1983@gmail.com

Inbox (18)

Starred

Important

Sent Mail

Drafts

▸ Circles

Deleted Items

Sent Items