**DATE**

**RE: (ENTER COURSE NAME)**

To Whom it may concern,

My name is (**ENTER NAME**) I am currently (**ENTER AGE**) years old and a Year 11/12 student at St Columba College.

* Explain why you wish to engage in this course & what you hope to achieve.
* What evidence do you have of prior experience/ learning in this field eg. Previous courses, job, community engagement/ volunteering, personal experience. Provide details like, how long you have you worked/ volunteered for? What are your responsibilities?

Kind regards,

(**Student name**)

**ST COLUMBA COLLEGE**

President Avenue, Andrews Farm

South Australia 5114