

Date:.....

Unit 7: PROFILES

Topic 2: Write your application letter (in about 60 words).

Suggestions:

Dear,

- Para 1: *I am writing to as advertised in*
 - Para 2: *I am old. I am studying (Although) I have experience, I am etc.*
 - Para 3: *I am available for an interview I look forward to hearing*
- Your sincerely,

FIRST DRAFT

Dear,

I am writing to apply for the position of as advertised in

I am old. I am studying

(Although) I have experience, I am

I am available for an interview Thank you for your consideration. I look forward to hearing from you.

Yours sincerely,

.....(your signature)

.....