

**FORMAL LETTERS WRITING.
JOB APPLICATION LETTER.
COVER LETTER. LETTER OF REQUEST.**

I. Evocation.

1. Task: answer the questions basing on personal letters writing experience.

1. What is the structure of personal letter?
2. How many parts are there?
3. What do you write in each of the parts?

2. Not so far is the time of looking for a job. An employer tries to find the best candidate, that's why the interviews are held. If you are an employer what questions will you ask?

Task: brainstorm a list of possible questions.

II. Realization.

3. Task: read the passage and answer the questions below.

Formal letters are characterized by: formal greetings and endings, advanced vocabulary, set phrases, formal linkers, the use of the passive, the use of full forms. Formal letters don't use everyday language, phrasal verbs, short forms or abbreviations.

A CV should contain your personal details, the information about your education and qualifications as well as about the languages you speak, the information about your work experience and personal qualities.

A letter of application, also known as a cover letter, provides additional information on your skills and experience. It says why you are writing, what job you are applying for and where you found the listing. It also gives the information on your relevant skills and experience and on your personal qualities.

Effective application letters explain the reasons for your interest in the specific organization and should persuade the Hiring Manager to select you for an interview.

1. What features formal letters are characterized by?
2. What information should be included in the CV?
3. What information should be included in the Letter of Application?

4. Task: fill in the collocations with the suitable preposition

in to for of in under in of for

I would like to apply _____
the position _____
If you would like to discuss this _____ more detail
interested _____

I enjoy working _____ pressure
I was _____ charge _____
I was responsible _____
With reference _____

5. At some point in your career you will have to write a letter of application. This is probably one of the most important letters you will ever have to write. The employer will probably have dozens of letters in response to their advertisement. You must use this opportunity to create the right impression.

Task: consult the Key Issues CHECKLIST; find out the new useful information personally for you.

“Key Issues” CHECKLIST

INCLUDES:

- Your address.
- Your telephone number and area code.
- The date.
- The employers name and address and the name of the person you are writing to.
- The job you are applying for.
- Information about yourself that is relevant to that job such as your age, the school you attend, and the exams you are taking etc.
- The name and address of someone who would be willing to give a reference about you (you must ask this person if they are willing to act as a referee before you send off the letter.

REMEMBER TO:

- Sign the letter (a letter addressed “Dear Sir” should be signed “Yours faithfully” and one to “Dear Mrs Johnson” should be signed “Yours sincerely”)
- Print your name in capitals beneath your signature.
- Write neatly and clearly – no alterations.
- Keep your letter concise.
- Enclose your Resume and send it with a covering letter if you want to give more information.
- Use your Personal Education Plan/progress file and Action Plan to help you write your letter.

6. Task: fill in the table; create a format of a letter of application by plan.

1) Put the parts of the letter in the right order.

Your address. The date.	
Hope for future contacts.	
Name and address of the company.	
Signature (+ print your name clearly).	
Greeting.	
Say goodbye.	

2) Put the contents questions in paragraph logical order.

Why are you interested in the job?	
What are your reasons for writing?	
What qualities for the job do you have?	
What qualifications and practical skills do you have?	

- 3) Learn the phrasal patterns for each part.
Give equivalents in your native language.

FORMAT OF A LETTER OF APPLICATION

Heading		Your address house number, street town (city) country zip code phone number email date
		Your recipient address house number, street town (city) country zip code
Body	Greeting	<i>Dear Mr/Mrs/Ms ...</i> (if you know their name) <i>Dear Sir/Madam,</i> (if you don't know their name)
	Paragraph 1	<i>I am writing to you with reference to ...</i> <i>I am interested in applying for the</i> <i>job/position of...</i> <i>I enclose a copy of my CV.</i>
	Paragraph 2	<i>I would like to work for you because I</i> <i>am very interested in ...</i> <i>I would also like to learn about...</i> <i>I feel that ...is extremely important.</i>
	Paragraph 3	<i>I think I am a ... person.</i> <i>For example, I have ...</i> <i>I also feel that I can ..., Last year I...,</i> <i>Finally. I am familiar with ...</i>
	Paragraph 4	<i>I think I would be a good ...</i> <i>due to my ...</i> <i>I am fluent in spoken and written ...</i>
Formal ending	Saying goodbye	<i>I look forward to hearing from you</i> <i>soon.</i>
	Signature	<i>Yours sincerely,</i> (when you know the person's name) <i>Yours faithfully,</i> (when you don't) Your full name

7. Task: learn more **Speech Patterns for Job Application Letter**.

- I have (haven't) worked in this area for a total of ten years..... first as a (for the last three years as a.....)
- I am applying for this position as I am looking to progress from junior to senior post
- I have always been interested in the latest trends and developments and I believe your organization is a well-run quality business.
- I would very much like to work for your company.
- I believe I have all the skills, knowledge and expertise that you are looking for. I have lots of initiative, can schedule and prioritize tasks and can work to strict deadlines. I also work particularly well with people and would enjoy leading the team and working with clients and customers.
- I look forward to hearing from you and hope that you will be able to invite me for an interview.

III. Reflection.

8. Task: fill in the gaps with your personal data, achievements, and the phrases from the previous exercises.

Mr. Moranschy
Benett-Auto
128 Grenoble Str.
Chişinău
RM

Dear Mr. Moranschy,

_____ auto engineer (auto electrician, auto diagnostician, sales manager) as advertised in the Broker last Tuesday (on your official site).

I am _____ years old and attend _____ where I studied subjects from the area of automobile industry including Business Studies. I completed some work experience at _____ from the capital, where I really enjoyed putting into practice some of the basic professional skills I have gained while studying. I particularly enjoyed _____.

I am particularly _____ working towards further qualifications and value the opportunity to develop my _____.

I am _____ Romanian, Russian, English.

Mr. Olaru, Deputy Head of CARAUTO Service has kindly agreed to act as my referee and can be contacted at CARAUTO Service, 18 Independence Str., Bălţi, *****, e-mail: CARAUTO@Service .

I look _____ and hope that you will be able to _____.

9. Here some other variants of covering letters are represented.

Task: match examples and situations when you may need to write such letters.

Dear Mr. Henderson,

Please forward your current College Prospectus and any further information on driving courses.

Yours faithfully,
Alex Bingham

Ask for relevant information about the job or course you have seen advertised.

Dear Mr. Moranschy,

I would like to apply for the post of auto engineer as advertised on firm official site last Friday.

I am particularly keen to work in a technical service department and gain further qualifications.

I have enclosed my resume and shall be pleased to attend an interview at any time. I look forward to hearing from you.

Yours faithfully,
John Petroff.

Obtain a prospectus from a college.

Dear Madam Deputy Head,

With reference to the advertisement in the Broker last Friday for the post of Sales Manager, please forward further details and an application form. I have enclosed a Self Addressed Envelope.

Yours sincerely,
Sam Barker

Respond to a job advertisement giving brief personal details and including your CV.

10. Task: fill in the useful **Formal Letter** writing tips. Use the verbs:

keep draft use check

- _____ good quality paper.
- _____ a rough letter first.
- _____ spelling, grammar etc.
- _____ your letter brief.



IV.Extension.

11. Task: practice writing a **Request Letter**; fill in the gaps with the words from the box.

Reference appreciate employment scores information resume maintained experience attest possible.

Dear Mr. Bregoff,

I am writing to ask whether it would be 1) _____ for you to provide a reference for me.

As you know, I worked as a [insert Job Title _____] for you between [start Date _____] and [end Date _____], during which time I 2) _____ a perfect attendance record and earned high 3) _____ on my performance evaluations. If you would be able to 4) _____ to my qualifications for employment and to the skills I attained working in your Company, I would sincerely 5) _____ it.

I am in the process of seeking 6) _____ as a [insert Job Title _____] and a positive 7) _____ from you would enhance my prospects of achieving my career goals; I need to have my list of references ready to submit by July 4, 2018.

Please let me know if there is any 8) _____ I can provide regarding my 9) _____ to assist you in giving me a reference; I've attached my 10) _____ for your review. I can be reached at [email, phone number _____].

Thank you for your consideration.

Yours faithfully,
John Petroff.

