

An application letter

I can write a letter applying for a job.

Preparation

1 Put elements 1–6 in the correct places (A–F) in the letter.

- 1 the address the letter is going to
- 2 the writer's name
- 3 the writer's address
- 4 the date
- 5 the writer's signature
- 6 the person the letter is going to

A _____

B _____

C _____

D _____

Dear Sir or Madam,

Application for the post of receptionist

I noticed the advertisement for a receptionist on your website and ¹_____ the post.

In the autumn I am going to study French and Spanish at university. ²_____ a job where my languages will be useful.

³_____ working in a hotel. Last summer ⁴_____ a waiter in a hotel restaurant. Furthermore, I believe I possess the personal qualities necessary for the post. I am friendly and reliable. ⁵_____ with guests in French and Spanish.

I am enclosing my CV and a reference from a teacher. ⁶_____ start work on 1 July.

I look forward to hearing from you.

Yours faithfully,

E _____

F _____

2 Complete gaps 1–6 in the letter with these phrases.

- a I am looking for
- b I am also able to communicate
- c I have some experience of
- d I am writing to apply for
- e I will be able to
- f I worked as

3 Complete the summary of the letter.

The writer is applying for the job of ¹_____.
He saw the advert ²_____. He thinks that his
³_____ will be useful for the job. He has
experience of working as a ⁴_____. He thinks he is
⁵_____ and ⁶_____. He is sending his
⁷_____ and a reference with the letter and can
start work on ⁸_____.

Writing Guide

Writing Strategy

When you write a formal letter:

- Start with: *Dear (Mrs White)*, if you know the name of the person, or *Dear Sir or Madam*, if you do not.
- You can include a subject line at the start, similar to the subject line of an email.
- Write in paragraphs. One-sentence paragraphs are fine for opening or closing an application letter.
- Do not use colloquial language or short forms (*I'm*, *there's*, etc.).
- Finish with *Yours sincerely*, if you used the person's name at the start, or *Yours faithfully*, if you did not.

4 Read the Writing Strategy above and the job advertisement below. Write a letter applying for the job. Follow the paragraph plan below.



Friendly and hard-working **sales assistant** required for busy music shop. July and August only. 9.00 a.m. – 5.30 p.m. six days a week. Apply enclosing your CV.

Paragraph plan

- A what the job is and how you found out about it
- B why you are interested in the job
- C why you are the right person for the job
- D what you are sending with the letter and when you can start work
- E what you would like to happen next

CHECK YOUR WORK

Have you ...

- ☐ laid out the letter correctly?
- ☐ used appropriate language?
- ☐ checked your grammar and spelling?