

A LETTER OF APPLICATION AND CV

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Style: Formal. Do not use contractions.

Start: Write your address and the date in the top right-hand corner. Then write *Dear Mr (Smith)* (for a man), *Dear Mrs (Smith)* (for a married woman), or *Dear Ms (Smith)* (when we make no distinction if a woman is married or not). When we do not know the name of the person we are writing to, we write *Dear Sir or Madam*.

Useful expressions: Begin *I am writing in response to the advertisement in ...*. Use *I would like to apply for the job of ...*, *I enclose a CV with information about myself*, *I have experience of ...*. End *I look forward to hearing from you*.

End: When we know the name of the person we are writing to use *Yours sincerely*. When we don't know the name of the person we are writing to use *Yours faithfully*.



Content in job applications: Begin by saying what job you are applying for. Explain why you would be good for this job by saying what experience you have. Give details of some of your personal qualities that make you a good candidate.

Job Opportunity!**Coffee 'n' Cake Snack Bar**

We need a young person to serve at our fantastic snack bar. We're always busy but always friendly! Join our young and dynamic team! Send a letter and CV to Gary Daly, 37 Wavertree Road, Southport, L76 3FP

Practice makes perfect

7a Write a letter of application. Use the letter in 1, your ideas from 6, and the Writing Bank to help you.

Write a letter to apply for the job at the Coffee 'n' Cake Snack Bar and:

- state which job you are applying for
- say what experience you have
- describe your personal qualities
- end your letter.

34 Norton Road
Stoke
S03 6HT
14th February

Dear Ms Simpson,

I am writing in response to your advertisement in *The Stoke Times*. I would like to apply for the job which you advertised in this newspaper on 10th February.

I enclose a CV with information about myself, including education and work experience. As you can see, I have experience of working with children and I also think that I am caring, patient and very hard-working.

I look forward to hearing from you.

Yours sincerely,

Diana Huxley