

CONTENT ANALYSIS

INSTRUCTIONS: Read the following application mail and label the paragraphs accordingly to the info in the box

CLOSING REMARKS	PERSONAL QUALITIES	AGE/ PRESENT JOB/ QUALIFICATIONS
OPENING REMARKS	REASONS FOR WRITING	EXPERIENCE

Dear Mrs Hunter,

With reference to your advertisement in Thursday's edition of the *Daily Star*, I am interested in applying for the position of primary school teacher.

I am 28 years old and currently teaching in Margate. I have a BSc degree awarded by Glasgow University in 1997. I completed my certificate in Education at Preston Teacher Training College in 1998.

I have been working for Margate Education Department since 1999. During this time, I have enjoyed teaching a variety of subjects, including English, General Science and Games.

I consider myself to be punctual, hard-working and fair. I enjoy working with children and have good organisational skills.

I enclose a reference from my present employer. I would be grateful if you would consider my application. I am available for interview any weekday morning. I look forward to hearing from you.

Yours sincerely,
Steven Davies

Steven Davies

Para 1

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Para 2

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Para 3

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Para 4

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Para 5

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