

Name: \_\_\_\_\_

Mark: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher: \_\_\_\_\_

Read the following job ad and write an application letter.

(your address) \_\_\_\_\_

(date) \_\_\_\_/\_\_\_\_/\_\_\_\_

(the employer's address)

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir(s)/ Madam,

I would like to apply for the vacancy as a \_\_\_\_\_ (job) advertised in \_\_\_\_\_  
(name of news paper) of \_\_\_\_\_ (date).

I am \_\_\_\_\_ (age) and at the moment I \_\_\_\_\_ (school and  
what you are studying) I am good at

\_\_\_\_\_  
\_\_\_\_\_ ( some of your qualities).

\_\_\_\_\_  
\_\_\_\_\_ ( working experience, if any).

I am very interested in working as \_\_\_\_\_ (job), because \_\_\_\_\_  
\_\_\_\_\_ ( reasons of applying).

I am available for an interview \_\_\_\_\_ (dates and times) and I can start  
working \_\_\_\_\_ (date), but if is inconvenient for you, I would be happy  
to arrange another date.

I look forward to hearing from you soon.

Yours faithfully,

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(your name capital letters)