

Date:.....

Unit 7: PROFILES

Topic 2: Write your application letter (in about 60 words).

Suggestions:

Dear,

- Para 1: I am writing to as advertised in
- Para 2: I am old. I am studying (Although) I have experience, I am etc.
- Para 3: I am available for an interview I look forward to hearing

Your sincerely,

FIRST DRAFT

Dear,

I am writing to apply for the position of as advertised in

I am old. I am studying

(Although) I have experience, I am

I am available for an interview Thank you for your consideration. I look forward to hearing from you.

Yours sincerely,

.....(your signature)

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