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)

.....

Dream Sky English Center 0989087518

LIVEWORKSHEETS