

AN APPLICATION LETTER

writing task (solutions A2, 5H)

paragraph plan:

- A what the job is and how you found out about it
- B why you are interested in the job
- C why you are the right person for this job
- D what you are sending with the letter and when you can start work
- E what would you like to happen next



don't forget to include:

- your contact info (address)
- date
- recipient's contact information (name, company, address)
- greeting (Dear ...)
- subject line (optional)
- closing off (yours faithfully/yours sincerely)
- your signature
- your name



LIVEWORKSHEETS

read the online job advert (5H, ex. 5) and write your letter.
stick to the paragraph plan and use the writing strategy.

	
	
	
	
	
	
	
	
	