

# 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



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

	
	
	
	
	
	
	
	
	