5H

Writing

An application letter

I can write a letter applying for a job.

Preparation

1 Put elements 1–6 in the correct places (A–F) in the letter.

1 the address the letter is going to
2 the writer's name
3 the writer's address
4 the date
5 the writer's signature
6 the person the letter is going to

A ___
B ___

C ___
D ___

Dear Sir or Madam,

Application for the post of receptionist

I noticed the advertisement for a receptionist on your website and [1]___ the post.

In the autumn I am going to study French and Spanish at university. [2]___ a job where my languages will be useful.

[3]___ working in a hotel. Last summer [4]___ a waiter in a hotel restaurant. Furthermore, I believe I possess the personal qualities necessary for the post. I am friendly and reliable. [5]___ with guests in French and Spanish.

I am enclosing my CV and a reference from a teacher. [6]___ start work on 1 July.

I look forward to hearing from you.

Yours faithfully,

E ___
F ___

2 Complete gaps 1–6 in the letter with these phrases.

a I am looking for
b I am also able to communicate
c I have some experience of
d I am writing to apply for
e I will be able to
f I worked as

3 Complete the summary of the letter.

The writer is applying for the job of [1]_____. He saw the advert [2]_____. He thinks that his [3]_____ will be useful for the job. He has experience of working as a [4]_____. He thinks he is [5]_____ and [6]_____. He is sending his [7]_____ and a reference with the letter and can start work on [8]_____.

Writing Guide

Writing Strategy

When you write a formal letter:

- Start with: *Dear (Mrs White)*, if you know the name of the person, or *Dear Sir or Madam*, if you do not.
- You can include a subject line at the start, similar to the subject line of an email.
- Write in paragraphs. One-sentence paragraphs are fine for opening or closing an application letter.
- Do not use colloquial language or short forms (*I'm*, *there's*, etc.).
- Finish with *Yours sincerely*, if you used the person's name at the start, or *Yours faithfully*, if you did not.

4 Read the Writing Strategy above and the job advertisement below. Write a letter applying for the job. Follow the paragraph plan below.

Friendly and hard-working **sales assistant** required for busy music shop. July and August only. 9.00 a.m. – 5.30 p.m. six days a week. Apply enclosing your CV.

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 the job
D what you are sending with the letter and when you can start work
E what you would like to happen next

CHECK YOUR WORK

Have you ...

- ☐ laid out the letter correctly?
- ☐ used appropriate language?
- ☐ checked your grammar and spelling?

LIVEWORKSHEETS