A formal letter

Put the address of the person that you're writing to here.

Put your own contact details here.

Put the date here.

Say why you are writing.

Use this phrase to refer to information on your résumé.

Use formal language.

410 N Park Blvd
Glen Ellyn, Chicago
Tel: 412-965-0444
robvid@cart.com

Lion Productions
Ref. Video Games Testing
Imperial Building
Chicago

September 10, 2021

Dear Sir or Madam,

In response to your ad online, I am writing to apply for the position of video games tester for your company.

I enclose my résumé. As you will see, I have experience of playing a wide range of video games and am familiar with many of your company's products. In addition, I have my own blog and YouTube channel, where I give my opinion of the latest video games. Furthermore, I recently took part in an important video gaming workshop, which helped me learn about recent changes in the industry. For all these reasons, I feel strongly that I can give you valuable feedback on your products.

Thank you for considering my application. I would be happy to attend an interview at any time. Please contact me on the telephone number or email address above if you require any further information.

I look forward to hearing from you.

Sincerely,

Rob Ashton

Rob Ashton

1 **Read Rob's letter of application. Choose the correct option.**

1 Rob wants to … video games in his new job.
   a play **b** test **c** design
2 Rob has a lot of experience in … video games.
   a playing **b** testing **c** designing
3 Rob has never … video games.
   a commented on
   b made a video about
   c designed
4 Why did Rob go to a workshop?
   a To play video games.
   b To work in a video gaming store.
   c To get information about video games.
5 What is the next stage in the application process?
   a Rob will have an interview.
   b The company will contact Rob.
   c Rob will get the job.

2 **Complete the letter with the correct form of the verbs in the box.**

be	consider	contact	enclose	hear	write

Dear Ms. Wilson,

I am **1** _____ to apply for a job at the Sports Center. I **2** _____ my résumé with a description of my experience.

Thank you for **3** _____ my application. I **4** _____ happy to attend an interview next week. Please **5** _____ me by email or by telephone.

I look forward to **6** _____ from you.

Sincerely,

Chloe Moorhead

3 **Check (✔) the sentences where the underlined words are correct. Correct the mistakes.**

1 This app is terrible! It's <u>useful</u>! ☐
_____

2 By the time Henrik came, we <u>had</u> dinner. ☐
_____

3 Do you think we'll <u>make</u> up with a solution? ☐
_____

4 People <u>whose</u> invent things are very creative. ☐
_____

LIVEWORKSHEETS

SKILLS BOOST

Task

Write a letter of application for the job in this ad.

Young cooks – it's your big chance!

Are you under 18? Are you a *really* good cook? If so, would you like to take part in an exciting cooking competition on TV? You can win big prizes *and* get the chance to work with a professional chef in the future! Send your résumé and covering letter explaining why you should take part to:
Applications Department, Cooking Competition, ARC Television,
202 Dudley Drive, Carmel, IN 46063

THINK

Think of the reasons why you should be chosen to take part in the competition. Add them to the list.

1 You have invented some fantastic dishes.
2 _____
3 _____
4 _____

PREPARE

Organize your notes into paragraphs.

Paragraph 1: Why are you writing?

_____

Paragraph 2: Why should they choose you? (Use your best ideas from the Think section.)

_____

Paragraph 3: How will you end your letter?

_____

Useful language

- Dear Sir/Madam,
- I am writing to …
- I enclose my résumé.
- As you will see, …
- Furthermore,/In addition,
- Thank you for considering my application.
- I look forward to hearing from you.
- Sincerely,

WRITE

Write your letter. Use your notes and the model text to help you.

_____
_____
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_____

CHECK

Read your letter. Answer the questions.

1 Have you explained why you are writing and why they should choose you for the TV show? ☐
2 Have you organized your letter into clear paragraphs? ☐
3 Have you included your address, the company's address and the date in the right places? ☐
4 Have you used formal expressions? ☐
5 Have you ended your letter appropriately? ☐

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LIVEWORKSHEETS