Formal letters of application

In a letter of application you are expected to explain ..... you would like the position and why you are ..... for it. You can make up any details you need about your experience, age etc .

§ 1 → Introduction : ..... + refer to the advertisement (how did you learn about the job opening?)

useful language :
- I am writing in response to your advertisement...
- I am writing to ..... the job / position of...
- I am writing with reference to the advertisement in ... and I would like to apply for...
- .....(another expression from your book)

§ 2 → Main body : Educational background, work experience, present job (why are you suitable for this job?)

useful language :
- I am a (22-year-old) graduate of (London University)
- I have just completed a course in...
- I am fluent in...
- I was in charge of...
- .....(another expression from your book)

§ 3 → Main body : Personality and interests (Why are you suitable for this job ?)

useful language :
- I get ..... very well with people
- I can work well ..... pressure.

§ 4 → Conclusion : Possible requests or questions and closing comments. CV? Reference?

useful language :
- I am ..... an interview at any time/ most weekdays.
- Please contact me if you require any further information
- I can supply reference from my present/former employer.
- I look forward to hearing from you.
- .....(another expression from your book)

LIVEWORKSHEETS

Giving personal information
Practice- Tick the best option

1. I have a good knowledge of English My English is pretty good.
2. Please give me the chance to study abroad I would appreciate the opportunity to study abroad
3. I would gain useful experience I'd get lots of experience from this job.
4. I have experience using a computer. I've got a computer at home so I know how to use it.
5. I love kids and I like organizing things for them

   I am willing and able to organize activities for children.
6. I am available to start work in June. I am free in June so I can start work then.

Talking about your personality
Practice

polite,	responsible,	sociable,	hard-working,	patient,	well-organised,	creative,	co-operative

1. My hobbies include painting and making models .....
2. I am willing to work long hours .....
3. I am captain of my basketball team .....
4. I always treat people with respect even if they are unreasonable .....
5. I always stay calm, even with difficult children .....
6. My job has taught me to plan ahead. .....

Can you think of more formal ways to say the following?

Ask (about) = ... I want to... = ...

To tell you = ... Please... = ...

Now = ... I work for... = ...

Also, ... = ... I'm writing about ... = ...

More information = ... I'm sorry but... = ...

LIVEWORKSHEETS