



# An Application Letter

Exercise 1 KD 3.2

Name:

Class:

Accessories Shop  
Golden Street, London

1

24, Oxford Road  
London

2

12th June

3

Dear Sir/ Madam,

4

I am writing to apply for the job of shop assistant advertised in the  
Daily Mail of 11<sup>th</sup> June.

5

I am 25 years old. I have already worked as shop assistant in a  
small shop and would like the opportunity to work in a larger one. I  
speak fluent English and know a little French and German.

6

I enjoy working as part of a team and consider myself to be a  
friendly and organized person.

7

I enclose a photograph and my CV and I would be glad to attend  
an interview at any time.

8

Yours sincerely,

9

Ben Potter

10

1

Match the following headings to the corresponding part of the letter.

- a) Address written to
- b) Closing remark
- c) Date
- d) Personal qualities
- e) Experience



- f) Reason for writing
- g) Salutation
- h) Sender's address
- i) Signature
- j) Subscription

2. Arrange the following jumbled sentences to make a good application letter by writing down the alphabet in the right order!

- A. Sincerely,
- B. I will be happy to meet you at your convenience and discuss how my education and experience match your needs.
- C. In addition to having taken a broad range of courses, I served as a computer consultant at the college's computer center where I helped train computer users on new systems.
- D. Taylor, Inc.  
694 Rockstar Lane  
Durham, NC 27708
- E. You can reach me at my home address, at (919) 233-1552, or at [rock@devry.alumni.edu](mailto:rock@devry.alumni.edu).
- F. I would like to apply for a position as an entry-level programmer at the center.
- G. I understand that Taylor produces both in-house and customer documentation. I am a fresh graduate of DeVry Institute of Technology in Atlanta with an Associate's Degree in Computer Science.
- H. Dear Human Resources Director,
- I. Raymond Krick
- J. I just read an article in the New and Observer about Taylor's new computer center just north of Durham.

