

ENGLISH LESSON FOR 12TH GRADE

Application letter

Read the application letter below. Then, write down the information in the box below on your note book.

Elizabeth Johnson
12 Jones Street, Portland, Maine 04101 · 555-555-5555 ·
elizabethjohnson@email.com

August 11, 2020

Mark Smith

Manager, Human Resources

Veggies to Go

238 Maine Street

Portland, Maine 04101

Dear Mr. Smith,

I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout. I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design timesheet coding and perfected my Excel skills. I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.

Sincerely,

Elizabeth Johnson (signature hard copy letter)

Elizabeth Johnson

Generic Structure		
The heading		
The address		
A greeting		
The introduction		

The body		
The close		
The signature		