

Read the letter and label the paragraphs with the headings below. Say what qualifications, experience and personal qualities Steven has. Do you think he will get the job?

- closing remarks • personal qualities • age/present job/qualifications
- opening remarks/reason(s) for writing • experience

Introduction

Main Body

Conclusion

Dear Mrs Hunter,

With reference to your advertisement in Thursday's edition of the *Daily Star*, I am interested in applying for the position of primary school teacher.

I am 28 years old and currently teaching in Margate. I have a BSc degree awarded by Glasgow University in 1997. I completed my certificate in Education at Preston Teacher Training College in 1998.

I have been working for Margate Education Department since 1999. During this time, I have enjoyed teaching a variety of subjects, including English, General Science and Games.

I consider myself to be punctual, hard-working and fair. I enjoy working with children and have good organisational skills.

I enclose a reference from my present employer. I would be grateful if you would consider my application. I am available for interview any weekday morning. I look forward to hearing from you.

Yours sincerely,  
*Steven Davies*

Steven Davies

Para 1

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Para 2

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Para 3

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Para 4

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Para 5

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Read the letter again and find formal expressions to match the informal ones in the table, as in the example.

Informal Style	Formal Style
About your advert ...	<i>With reference to your advertisement ...</i>
I want to apply for ...	
I got my teaching certificate ...	
I've had a job in ...	
I think I'm always on time ...	
I like working with kids ...	
There's a note from my boss ...	
I'd like it if you hired me ...	
I'm free to talk to you ...	
Drop me a line sometime ...	

Fill in the correct form of the verbs in the list.

*study, be a member, graduate, join, attend, award*

- 1 I *graduated* from Lancers University in 1998 with a first class degree in Physical Education.
- 2 At the moment, I ..... courses at Southfield College.
- 3 After leaving high school, I ..... Art at the School of Fine Art in Paris.
- 4 I am keen on sports. I ..... Barton football club three months ago.
- 5 I ..... of the local orchestra, where I play the violin.
- 6 I was ..... a grade A in Maths.