

A formal letter

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

Lion Productions
Ref. Video Games Testing
Imperial Building
Chicago

Put the date here.

September 10, 2021

Use this phrase to refer to information on your résumé.

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.

Use formal language.

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

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

Put your own contact details here.

Say why you are writing.



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 useful. ☐
- 2 By the time Henrik came, we had dinner. ☐
- 3 Do you think we'll make up with a solution? ☐
- 4 People whose invent things are very creative. ☐

