Letter of application

<https://prezi.com/dmwaid3cj4ql/writing-a-cae-letter/?utm_campaign=share&utm_medium=copy>

 

Model answer



**An application letter**

* No address!
* No subject line!
* **Formal language**
* **Paragraphs**

**Structure is important:**

* *greeting*: Dear Sir or Madam, / Dear Mr/Mrs \_\_\_\_\_\_\_\_\_\_ (name)
* *Paragraph 1*, why you are writing:
	+ example: I noticed / saw your advertisement… and am writing to apply …
	+ ***see more examples below***
	+ always include where you saw the advertisement
* *Body of the letter*
	+ your life experience
* why you are interested in the job + why you are the right person for the job
* what you are sending with the letter, when you can start work
* *Closing phrase*:
	+ example: I look forward to hearing from you soon.
	+ ***see more examples below***
* Yours faithfully (if you start Sir or Madam), Yours sincerely (if you use a specific name)

**Useful phrases**

feel free to change the phrases to your liking (if possible)

**Salutation**

* Dear Sir or Madam, *(If you do not know their name.)*
* Dear Mr Jones, / Dear Mrs Smith, *(If you are given their name, you MUST use it, but NOT their first name)*

**Reasons for writing the letter of application**

* I am writing to apply for the post/position of … as advertised in …
* I am writing in response to your advertisement which I saw …
* I am writing in connection with your advertisement in the Daily Star on May 11th …

### Reasons for applying for the job

* I like working with \_\_\_\_\_\_\_\_ and I would enjoy the challenge of \_\_\_\_\_\_\_\_\_
* I have just finished school and in October I will be starting a degree course in \_\_\_\_\_\_\_ I am therefore very keen to gain experience in \_\_\_\_\_\_\_\_\_.
* I feel I have the necessary \_\_\_\_\_\_\_ and I would be interested in \_\_\_\_\_\_\_\_\_\_
* to make a positive and enthusiastic contribution to your \_\_\_\_\_\_\_ and

### Interests / Skills / Experience

* I gained some experience while …
* I am currently working as …
* I have been working for … for the last four years.
* I worked part-time for three years as …
* At the moment I am employed by …
* My qualifications include …
* I have a diploma in …
* I graduated from Barcelona University last year with a degree in …
* My interests include \_\_\_\_

### Attachments

* Please find attached my CV
* As you can see from the attached CV …
* I am enclosing my CV, the letters of reference …

### Ending the letter

* I hope you will consider my application favourably.
* I am available for an interview at any time.
* Please do not hesitate to contact me if you require further information.
* I am available for an interview at your convenience.
* I shall be available for an interview any day apart from Wednesdays.
* I would welcome the opportunity of meeting you in person.
* If you require any further information, please do not hesitate to contact me.
* Thank you for considering my application.
* You may include the phrases above but THESE ARE A MUST:
	+ **I look forward to hearing from you.**
	+ **I look forward to receiving your reply.**

### Signing off

* Yours faithfully     *(If you have written “Dear Sir / Madam”)*
* Yours sincerely     *(If you have written “Dear Mr Jones”)*

<https://www.eslprintables.com/writing_worksheets/writing_letters/letter_of_application/Letter_of_application_350206/>