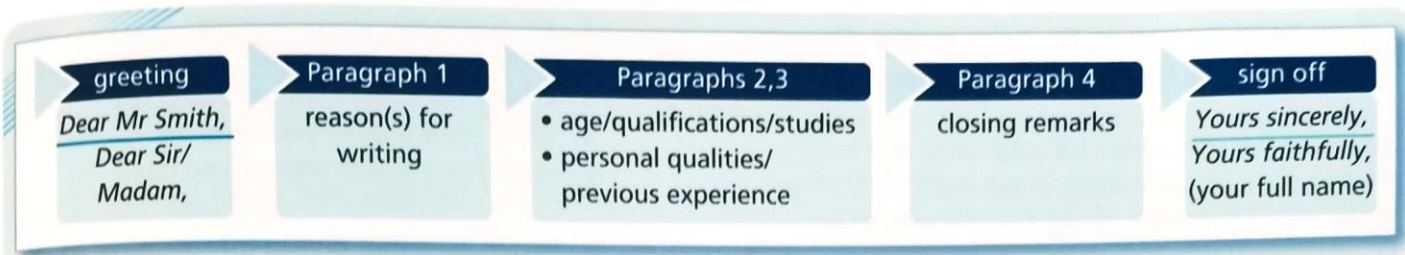


Formal Letters/Emails – Applying for a post



1 Read the rubric and complete the letter. Use the phrases below.

You have seen the following job advertisement in your local paper *The Wiltshire Post*. Write a letter to Mr Green applying for the job (140-180 words).

WANTED
Part-time farm worker to help on a busy farm from June - August. Must be hardworking. Experience not necessary. Apply to Mr Green, Westbury Farm: Wilts

- I look forward to
- as advertised
- if you would consider my application
- I am a reliable worker
- currently studying
- I am writing to apply for
- I have had no formal work experience
- progress to
- please do not hesitate

2 Underline the key words in the rubric. What is your reason for writing? What is the job? Who is the intended reader? Write your letter. Use language from the Useful Language box. Follow the plan above.

You have seen this advert for a children's activity leader in the *Brighton Gazette* and you are interested in applying for the post. Write your letter of application (140-180 words).

WANTED – Group Leaders
Lulworth College is looking for energetic and dedicated people to work at our summer camp. Responsibilities include organising sports and outdoor activities for children, as well as running art and craft sessions. Apply to Mr Jones, P.O. Box 100, Brighton.

Dear Mr Green,

1) the position of farm worker 2) in *The Wiltshire Post*. I am very interested in this job. I am a 17-year-old student 3) for my A levels at school. I hope to 4) university in order to study to become a vet. Employment working with animals particularly appeals to me.

Although 5), I feel I would be an ideal candidate for this position. For the past 6 months, I have been working as a volunteer at Trowbridge Zoo where I feed animals and clean cages.

6) and am excellent with animals.

I would be most grateful 7) Please find my CV enclosed. Should you require any further information regarding my application, 8) to contact me on 43422255. 9) hearing from you.

Yours sincerely,
William Richards

Useful Language

Opening remarks

- I am writing to apply/I am interested in applying for the position of ... advertised in (yesterday's) ...
- I am writing with regard to your advertisement which I read in ...

Work experience

- I have ... years' experience, working (as) ..
- I have been working as a ... for the last ... years.
- ... years ago I worked (as)/I was employed (as) ...

Personal qualities

- Despite my lack of ... experience, I feel that I would be an ideal candidate ...
- I am considered to be a (hardworking and ...) person who is also (reliable, ...).
- I consider myself to be (punctual, ...).

Closing remarks

- I enclose my CV and a reference from my previous employer.
- I would be grateful if you would consider my application.
- I will be available for interview ...
- Should you require any further information, please do not hesitate to contact me on ...
- I am available for an interview any weekday morning.
- I would be glad to attend an interview at any time.
- I look forward to hearing from you.

- 7 consider my application
- 8 Please find enclosed
- 9 I look forward to your response.
- 10 Yours faithfully

2 a) **Key words to be underlined:** advert, Thames College, one-month computing course, apply with details of your qualifications, and reasons for an interest in the course, Mr Roberts, letter, (140-180 words)

I am going to write to Mr Roberts about applying for the course with details of my qualifications and reasons for my interest in the course.

I would use option B.

b) Dear Mr Roberts,
I am writing to apply for a place on the one-month computing course at Thames College. I am sixteen years old and I am at secondary school at the moment. I study IT and I have recently achieved a B grade in my practice GCSE exam. Additionally, I participate in the school computer club.

This computing course would be a wonderful opportunity for me to make great progress in my computer skills. I am aiming to get an A grade in my GCSE before I leave school and then to go on to gain a place at a university in Britain.

I hope you will consider my application. Please find enclosed my contact details and a reference from my IT teacher. I look forward to your response.

Yours faithfully,
James Cameron

Applying for a post (p. 41)

- 1 1 I am writing to apply for
- 2 as advertised
- 3 currently studying
- 4 progress to
- 5 I have had no formal experience
- 6 I am a reliable worker
- 7 if you would consider my application
- 8 please do not hesitate
- 9 I look forward to

2 **Key words to be underlined:** advert for a children's activity leader, Brighton Gazette, interested in applying, letter, (140-180 words), Lulworth College, energetic and dedicated people, summer camp, organising sports and outdoor activities for children running art and craft sessions, Mr Jones

I am writing to apply for a post. The job is a children's activity leader. The intended reader is Mr Jones.

Suggested Answer Key

Dear Mr Jones,
I am writing to apply for the position of children's activity leader as advertised in the Brighton Gazette. I am very interested in this job.

I am a 17-year-old student currently studying for my A levels at school. I hope to progress to university in order to study to become a teacher. Working with children particularly appeals to me.

I feel I would be an ideal candidate for this position. I have some experience working with children when I worked as a playgroup assistant last summer. I was responsible for organising art and craft activities for young children and organising outdoor games. I am energetic and dedicated and I am great with children.

I would be most grateful if you would consider my application. Please find my CV enclosed as well as a reference from my previous employer. Should you require any further information regarding my application please do not hesitate to contact me on 569874123. I look forward to hearing from you.

Yours sincerely,
Elizabeth Bennett

Asking for/Giving information (p. 42)

- 1 a) 1 I am writing with regard to
- 2 I would be grateful if you could provide me with some further information
- 3 Could you please provide me with
- 4 I would like to enquire about
- 5 would you be able to let me know
- 6 I look forward to hearing from you
- 7 Thank you in advance for your assistance.

b) Suggested Answer Key

I am writing in connection with the advertisement I saw in the Daily Post last Monday about your nature reserve. I am very interested in volunteering, but I would be grateful if you could provide me with some further details.

I would appreciate a response at your earliest convenience. Thank you for your attention.

2 a) **Key words to be underlined:** email, local actor you invited, talk to school drama club, I would like some information about how to get to the school, how long to speak, what refreshments, Jack Hackett, email (140-180 words)

- 1 an email giving information
- 2 Jack Hackett
- 3 How to get to the school, how long he should speak for and what refreshments will be available.
- 4 formal
- 5 140-180 words