

Writing a letter of application



Format

26 Brookbank Road,
Chalkside,
Surrey SN 5 3BQ
(sender's address)

The Managing Director,

Sinton Experts LTD,
3 Castle Chmabers,
Chalkside,
Surrey.

(recipient's address)

December, 10th 2012
(date)

Dear Sir, *(salutation)*

Getting started: What information do you think you should include in a letter or application? Choose from the list.

- 
- Work experience
 - What you are doing now
 - Personal qualities
 - Hobbies
 - Job title applying for
 - Salary you would like to get
 - How much you want the job
 - Where/when you saw it advertised
 - Qualifications
 - Family status

- 
- Work experience ✓
 - What you are doing now ✓
 - Personal qualities ✓
 - Hobbies ×
 - Job title applying for ✓
 - Salary you would like to get ×
 - How much you want the job ✓
 - Where/when you saw it advertised ✓
 - Qualifications ✓
 - Family status ×

Which of the following greetings and salutations are appropriate for a letter of application? Why?

- 1. Dear Sir/Madam,
- Yours faithfully,
- 2. Dear Sally Brown.
- Love,
- 3. Dear Mr Carver,
- Yours sincerely,
- 4. Dear Mr Davies,
- Yours,



- 1. Dear Sir/Madam, √
- Yours faithfully,
- 2. Dear Sally Brown, × (do not start with Dear+person's full name)
- Love,
- 3. Dear Mr Carver, √
- Yours sincerely,
- 4. Dear Mr Davies, × (the ending is too informal)
- Yours,



- Dear Mr Savage,
 - 1 I am writing to apply for the position of part-time shop assistant at the Cobweb records as advertised in *The Evening Post* yesterday.
 - 2 I am an eighteen-year-old student. I am currently studying Music at Preston College.
 - 3 I have some experience as I worked in a department store last summer. I am very friendly and polite, which I believe are necessary qualities for dealing with customers. I am also hardworking and don't mind working shifts.
 - 4 I hope you will consider me for the job. I would be happy to attend an interview. I look forward to hearing from you soon.
 - Yours sincerely,
 - *Simon Smith*
 - Par 1 Par 2
 - Par 3 Par 4



- Par 1 reason for writing
- Par 2 age/qualifications
- Par 3 experience/personality
- Par 4 closing remarks

Which of the following characterise the style of the letter?

- Personal, chatty
- Polite
- Everyday language
- Short forms
- Full forms
- Formal phrasal verbs
- A formal letter sounds polite (*I hope you will consider me for the job, I would be happy to attend an interview, ...*), uses full forms (*I am currently*) and formal phrasal verbs (*I look forward to...*)

Find formal expressions in the letter that match the informal ones before.



Informal	Formal
I want to apply for	
... that I saw an ad for in ...	
Right now, I'm studying	
Think about me for the job	
I can't wait to hear from you.	



Informal	Formal
I want to apply for	I am writing to apply for
... that I saw an ad for in ...	as advertised in
Right now, I'm studying	I am currently studying music at
Think about me for the job	I hope you will consider me for the job
I can't wait to hear from you.	I look forward to hearing from you

Your turn

- You saw an advertisement in *The Citizen* newspaper last Monday. Write a letter of application.
 - WANTED
 - Part-time waiter/waitress to work weekends at Streets Café.
 - ▪ Some experience required
 - ▪ Good rates of pay
 - ▪ Lively personality an asset
 - ▪ Apply in writing to Mr Field, PO Box 64