

LETTERS OF APPLICATION

11th Grade

The teacher presents an example of letter of application and they work on the activities that follow:

- I. Read the letter and answer the questions.
 1. Why is Dan writing the letter?
 2. Is the letter formal or informal?

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| The Manager Manning's Electrical Store Turnpike Lane Bedford MK48 5FG | 13 St Ann's Crescent Bedford MK 35 5RF |
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19 May 2021

Dear Sir or Madam

I am writing to apply for the post of part-time shop assistant which I saw advertised in the Luton Gazette.

Last summer, I worked for six weeks as an assistant in my local newsagent's. my responsibilities there included serving customers as well as shelf – filling and answering the phone.

I consider myself to be trustworthy, hard-working and enthusiastic. If necessary, I can supply references from the newsagent and also from a teacher at my school.

I would be grateful for the opportunity to visit your shop and discuss my application with you in person. I am available for interview any day after school or on Saturdays. If my application is successful, I will be available to start work on May 25th.

I am enclosing my CV.

I look forward to hearing from you soon.

Yours faithfully,
Dan Wilson

- II. Look at the letter again. Where can you see (a) the date? (b)the recipient's address? (c) the writer's address?

HOTEL RECEPTIONIST

We need an experienced person to work at our hotel in Oxford from 15 July to 31 August.

Working hours are from 10 a.m. to 6 p.m.

Your duties will include:

- greeting guests
- checking them in and out
- answering the phone and taking bookings

Please apply in writing to:

The Manager, **Queen Victoria Hotel**,
84 – 88 Beecham Rd, Oxford OX4 7UH

V. Write a formal letter of 120-150 words applying for the job in the advert.

Follow the writing plan below:

- Mention the job you are applying for and where you saw the advert.
- Give details of previous work experience and responsibilities. Mention any relevant personal interests.
- Talk about why you are right for the job. List your personal qualities and offer to send a reference.
- Say when you are available for interview and when you could start work.

(Adapted from T. Falla and P. Davies, 2016, 31)