***Handout: A Letter of Application***

| ***Layout*** | ***Examples*** |
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| **Greeting*** *Dear Ms/Mr/Mrs Smith,* (if you know the person’s name)
* *Dear Sir/Madam,* (if you do not know the person’s name)
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| **Paragraph 1**Give reasons for your writing. | *My name is Anna and I am writing in connection with the advertisement in this year’s post on the Job Shadowing day.* |
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| **Paragraph 2**Give some information about you. | *I am a high school student in the International School of Latvia. One of my reasons for applying is the fact that I love to spend my free time exploring Computer Science innovations and newest tendencies that are on the market, therefore I would love to shadow one of the field leaders.* |
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| **Paragraph 3** Suggest how you could help/influence/make an improvement by being applied. | *In case of my approval I would be happy to be helpful to the specialist that I will be referred to. I have experience in Installing and updating software and hardware as needed. Last week I started learning about troubleshooting, nevertheless I am open to do any office chores if necessary.* |
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| **Paragraph 4**Ask for more information. | *One of the questions that have occured, will there be a certificate or a recommendation that I will be able to get at the end of the Job Shadowing?* |
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| **Formal ending** | * I am looking forward to hearing from you.
* I would appreciate it/ be grateful if…
* I hope you will consider my application.
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| **Singing off*** *Yours sincerely,* (if your letter starts with Dear Ms Smith)
* *Yours faithfully,* (if your letter starts with Dear Sir/Madam)
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| ***Style*** | ***Examples*** |
| --- | --- |
| Formal written statements of interest | * *I am writing in connection with…*
* *I am writing in response to/with regard to…*
* *I would like to express my interest in…*
* *I would like to apply for the post/ position of…*
* *One of my reasons for applying is….*
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| Formal written requests | * *I would be grateful if you could…*
* *I would like to know more about…*
* *I wonder if you could…*
* *Could you please send me...*
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| ***Useful Vocabulary*** | ***Examples*** |
| --- | --- |
| Qualifications, work experience, and skills | * *I am a professional… (teacher)*
* *I graduated from…*
* *I attended/took part in training courses specialised in… (first aid)*
* *I participated in… (relief missions)*
* *I think I am suitable for the role because…*
* *I have ... years experience working as a …*
* *My qualifications include…*
* *I have a good …. knowledge of …..*
* *For the last ... years I have been studying/ working...*
* *I am currently working as a …*
* *In my spare time I enjoy…*
* *I am an avid basketball player/cricketer/volleyball player...*
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|
| Offers to help | * *Due to my medical qualifications, I could…*
* *I think I might be useful in/for…*
* *I would be happy to…*
* *I feel I would be suitable for the job…*
* *The job would give me the opportunity to…*
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| Additional information | * *I enclose my CV/ references from my previous employers.*
* *I would be happy to attend an interview at your earliest convenience.*
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| ***Linking*** | ***Examples*** |
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| Giving reason | * ***Due to*** *my medical qualifications, I can take care of the sick and the wounded.*
* *I took a course in therapy;* ***as a result****, I can also work as a therapist.*
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| Contrasting | * ***Despite*** *being rather young, I have managed to develop some professional expertise.*
 |
| Adding | * ***In addition****, I could act as a therapist.*
* ***Apart from tha****t, I am sure I would cope with other difficult situations.*
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**Checking**

* Have you checked your letter for style (starting, finishing, using formal words and expressions)?
* Is the tone formal and polite?
* Is your spelling, grammar and punctuation correct?
* Has it got paragraphs?
* Have you signed off appropriately?