***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...* |

| ***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…* |
| Additional information | * *I enclose my CV/ references from my previous employers.* * *I would be happy to attend an interview at your earliest convenience.* |

| ***Linking*** | ***Examples*** |
| --- | --- |
| 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.* |

**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?