

Letter of application

Example question

You have just seen this advertisement in a local newspaper.

Calling all stars!

Teendrama Productions is looking for young people (aged 11-16) to appear in crowd scenes in a new drama series. Filming will take place locally during August. You must have a good knowledge of English and be available for at least ten days.

To apply, give a full description of yourself, tell us exactly when you would be available, and explain why you would like the job.

All letters of application should be submitted to Dave Spencer, Director, Teendrama Productions

Write your letter of application. Do not write any addresses.

Example answer

Dear Mr Spencer,

I am writing in response to your advertisement, which appeared in tonight's Evening News. I would like to be considered for the filming you are planning to do in my local area during the month of August.

I am fourteen years old and attend my local secondary school. I am one metre fifty centimetres tall, of slim build, with shoulder-length dark hair. In terms of my character, I am outgoing and sociable and enjoy meeting new people.

The advertisement mentions the fact that applicants need to be available for ten days of filming. I would like to inform you that I am available any time between the 14th and the 29th of August.

As for why I would like the job, it has always been my ambition to work in television. I would like one day to be a television director, and I think that being involved in this series would teach me a lot about that career.

If you require any further information, please do not hesitate to contact me. I am available for interview at your convenience.

Yours sincerely,

Martha Cohen

Explain where and when you saw the job advertised.

Use an appropriate greeting.

Explain your reason for writing.

Use formal language.

Offer further information and say when you are available for interview.

Provide details about yourself, including qualifications, experience, character and appearance, where relevant.

End with 'Yours faithfully' after 'Dear Sir' and 'Yours sincerely' when you use the person's name.

Provide any information asked for.

Write both your first and last names.

Useful phrases for letters of application

Greetings: Dear Sir, Dear Madam, Dear Sir/Madam, Dear Mr/Mrs/Ms Smith, etc

Reason for writing: I am writing with regard to/in response to ... which I saw ...

Describing your character: I am generally considered to be outgoing/sociable/hard-working/etc, I would say I was ...

Presenting qualifications: I passed ... with an A, I also hold/have a qualification in ...

Describing experience: I have some experience of this work because ..., Although I have no direct experience, I have ...

Describing appearance: I am of slim/medium/heavy build, I have dark/light/wavy/curly/straight hair/etc

Requesting information: I wonder if you could tell me..., Do you think you could let me know...?

Offering further information: If you require further information, please do not hesitate to contact me.

Referring to interview: I am available for interview any time/at your convenience.

Ending the letter: I look forward to...-ing, Yours faithfully/sincere

Writing: letter of application

Starting point

- Have you ever had a real, paid job?
- If yes, how did you get the job? Did you apply by writing a letter?

A Read the letter below and decide if these statements are true or false.

- 1 The letter is informal.
- 2 The advertisement advertised only one position.
- 3 Angela mentions where she saw the advert.
- 4 Angela gives some irrelevant information about herself.
- 5 Angela uses indirect questions to ask questions.

Dear Mr Fenton,

I am writing with regard to your advertisement for part-time shop assistants, as advertised in 'The Bedford Times' yesterday. I would like to apply for one of the positions, and I would be grateful if you could answer some questions I have about the job.

I am a seventeen-year-old student at Bedford Comprehensive School, where I am currently studying for my A levels. I consider myself to be reliable and honest, and very hard-working.

Although I have never worked in a shop before, I have assisted in my uncle's restaurant, so I have experience of serving customers and dealing with money.

I wonder if you could tell me on which days I would be expected to work. Unfortunately, I am only available in the evenings and at weekends because of my studies. I would also be grateful if

if you wish me to attend an interview, or to provide references, please do not hesitate to let me know.

I look forward to hearing from you.

Yours sincerely,

Angela Watkins



B Find words and phrases in the letter which are more formal equivalents of these words and phrases.

- 1 I'm writing about
- 2 I want one of the
- 3 jobs
- 4 I want you to
- 5 at the moment
- 6 Tell me
- 7 you'd want me to work
- 8 free
- 9 If you want me to come to
- 10 to give you
- 11 let me know at once
- 12 I'm waiting for you to contact me

C One of Angela's questions is incomplete in the letter. Discuss what she might have wanted to ask and write an appropriate ending to that paragraph.

Have your say!

Why do teenagers usually want to have jobs?

What kind of jobs do you think are suitable for teenagers? Why?

Plan ahead!

A exam practice a letter of application

You have just read the following advertisement.

Do you want to spend your summer working on Holiday Farm and practising your English at the same time?

You must not be a native speaker of English. You must be aged 16-21 and hard-working! In return for picking fruit for 6 hours a day, we'll give you

- a good hourly rate of pay
- free accommodation on the farm
- 2-hour English lessons every evening (except weekends)

Contact: Anne and Dave Pendergast, Holiday Farm, Shawcross

How should you write a letter of application?

- a Always tell the truth about yourself. The person marking your letter in the exam will know if you're lying.
- b Create a character who would be interested in the job and who has the right experience and qualities. See Writing database on page 201 for further information.

B Look at the advertisement in Exercise A and answer these questions.

- 1 Will your letter start Dear Anne and Dave, / Dear Anne and Dave Pendergast, / Dear Mr and Mrs Pendergast, ?
- 2 Think of possible ways to complete this sentence: 'I am writing with regard to your advertisement for ...'
- 3 What will you be doing most of the day in this job?
- 4 Where will you stay?
- 5 What questions will you ask about the information in the advertisement. Think of at least two.
- 6 Which country do you think the farm is in?
- 7 Would it be easy to attend an interview? If that is a problem, how could it be solved?

C Create a character. Use your imagination!

- Your name: _____
- Age: _____
- Nationality: _____
- Current occupation: _____
- Relevant personal qualities: _____
- Previous working experience: _____
- Present level of English: _____
- Country you are currently in: _____



D Make a paragraph plan. Decide what information you will include in each paragraph.

E Write a letter of application of between 120 and 180 words in an appropriate style. Do not write any addresses.

F When you have written your letter, make sure that you have:

- written a formal letter
- said where you saw the letter
- applied for the job
- given relevant information about yourself
- asked relevant questions
- used appropriate formal phrases

Writing: Letter of application

(page 126)

Starting point

- This exercise gives students an introduction to the topic of writing a letter of application.
- Ask the students how they would go about getting a paid job.

A

Answers

- 1 F
- 2 F ('... your advertisement for part-time shop assistants.')
- 3 T ('... as advertised in 'The Bedford Times' yesterday.')
- 4 F
- 5 T ('I wonder if you could tell me ... I would also be grateful if ...')

B

Answers

- 1 I am writing with regard to
- 2 I would like to apply for one of the
- 3 positions
- 4 I would be grateful if you could
- 5 currently
- 6 I wonder if you could tell me
- 7 I would be expected to work
- 8 available
- 9 If you wish me to attend
- 10 provide
- 11 please do not hesitate to let me know.
- 12 I look forward to hearing from you.

C

Answer

I would also be grateful if you could inform me how much the wages would be per hour, and how many hours a day I would be expected to work.

Have your say!

- Ask the students these questions and with their help, make a list of suitable jobs for teenagers on the board.
- They should be able to remember the names of many jobs from Reading 1 in this Unit.

Plan ahead

How should you write a letter of application?

Answer

In this case, b is the better answer, because the student him / herself may not want or be suitable for the job advertised.

Refer the students to the Writing database on page 201.

A Exam practice a letter of application

- Ask the students to read the question and do the exercises which follow before starting to write.

B

- These questions give guidance to the students about the content of their letter.

Answers

- 1 Dear Mr and Mrs Prendergast
- 2 young people to pick fruit at your farm
- 3 picking fruit
- 4 at the farm, free
- 5 How much is the hourly rate of pay? What sort of accommodation do you provide? Is Shawcross near a town? How do I get there?
- 6 England
- 7 It might be difficult if you are not in England, in which case ask if two references from responsible people would be sufficient.

C

- Allow the students to use their own name, or invent another name, as they wish. They will have to invent some of the details in this form if they have never worked, anyway.

D

Answer

- Paragraph 1 Introduction – (Reason for writing; Where you saw the advert; an expression of interest in the job.)
- Paragraph 2 What you are doing at the moment.
- Paragraph 3 Relevant experience; if none, say so
- Paragraph 4 Availability
- Paragraph 5 Request for further information
- Conclusion Whether you can attend an interview and possible alternative

E

- Do the task in class, and monitor students carefully. Allow twenty minutes, or assign it as homework.

9

Answer

Dear Mr and Mrs Prendergast,
I am writing with regard to your advertisement in the British News of yesterday for young people to pick fruit at your farm. I would like to apply for a position as fruit picker.

I am Italian, aged eighteen, and I am not a native speaker of English. At the moment I am studying Computer Science at the University of Milan.

I have had no previous experience of fruit picking, although I sometimes help my grandparents on their farm. However, I think that I am hard working and reliable.

I will be available during the months of July and August. I would be very grateful if you could give me some information about the English lessons you offer. Will there be any lessons at intermediate level, as I am studying for my First Certificate examination. Is the teacher qualified?

If you wish to interview me, I will be in England from 15th June, and would be pleased to attend an interview on 22nd June. If this is not convenient, would it be possible to come on the 23rd?

Yours sincerely,

Amanda Ruggieri

F

- Remind students to check their letters and, if appropriate, their neighbour's letter, with this checklist.