

A letter of application

Reading a job advertisement; a letter of application

Writing letters of application: organisation, useful phrases

Review work collocations

1 Read the advertisement. Tick four more qualities you think an applicant for this job should have.

- a) organised
- b) speaks foreign languages
- c) gets on well with people
- d) ability to work overtime
- e) good computer skills
- f) non-smoker
- g) ability to make quick decisions
- h) ability to drive

2 Read the letter of application and answer the questions.

- 1 Where did Christine see the advertisement?
In the Guardian newspaper...
- 2 Does Christine ever teach at the Black Lion?
- 3 What information in the advertisement does Christine talk about in her letter?
- 4 Why does she want a new job?
- 5 How do we know Christine likes doing sport?
- 6 What has Christine sent with her application letter?
- 7 What kind of person do you think Christine is?

Fitness Trainer

We require an experienced fitness trainer for the Well Retreat Centre. As part of a team, you will develop training programmes for our customers. You will travel to several of our centres and give advice and training to other Well Retreat Centre instructors. This position is based at our centre in North London, but involves extensive travel and flexible working hours.

Please apply in writing with a recent CV to:

Dear Sir/Madam,

A I am writing in reply to your advertisement in the Guardian for a fitness trainer at the Well Retreat Centre.

B At the moment, I am working as the Health and Fitness assistant manager at the Black Lion Sports Centre in Kent. My responsibilities range from organising timetables and managing instructors to giving classes. I also offer specialised fitness training advice for several gyms in London and in the Southeast. This role involves working with instructors and customers to plan diets, fitness and lifestyle programmes, according to their needs. I work long hours, but I enjoy my work.

C I have been working at the Black Lion and for other gyms for three years and both jobs have taught me a wide range of skills that are valuable in my work. However, I would now like the opportunity to develop these skills in a full-time position with more responsibility. Furthermore, I would also like to work in more of a team environment. For these reasons I am very interested in working for the Well Retreat Centre.

D As you will see from my CV, fitness is also one of my main interests. When I have time to relax, I go running. I recently participated in this year's London Marathon. I have also written several articles for fitness training magazines in the UK and the USA.

E I would be pleased to discuss this letter and my enclosed CV, and I look forward to hearing from you.

Yours faithfully,

Christine Paine

Christine Paine

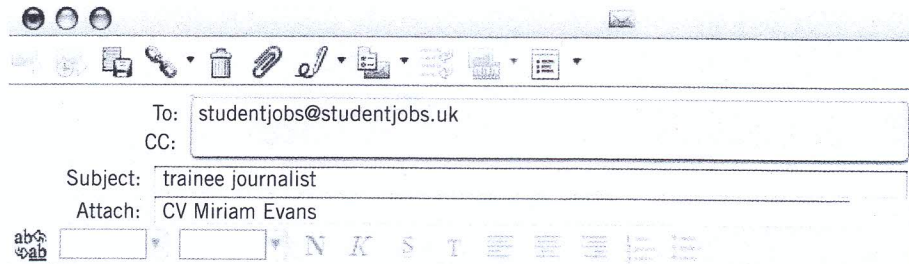
Help with Writing Letters of application: organisation

3 Read the letter again. Match paragraphs A-E to functions 1-5.

- 1 Further information about yourself: *D*
- 2 What you are doing at the moment:
- 3 Conclusion:
- 4 Why you are writing:
- 5 Why you are applying:

Preparation

An email is the modern way of communicating quickly and efficiently. It has its own language and style and is generally seen as less formal than a traditional letter. However, if, for example, you are applying for a job via email you must still follow the formal, set structure and language that a business person would expect.



Start the email appropriately with Dear Sir / Madam,

Dear Ms. Davies,

I am writing in response to your advert in the Student Times for trainee journalists. At present, I am a secondary school student, in my final year at St. Mary's College, London. As I intend to study journalism at university I feel this is a great chance to find out exactly what the job is about.

Describe your personal qualities with an example.

On a personal level I believe my two biggest qualities are my desire to learn and my ability to work well in a team. I also consider myself very hard-working. I would be particularly interested in working in the sports section of the newspaper. However, I am very flexible and would be happy to work in any department in order to gain experience.

Describe your achievements and say what they prove.

For the past two years I have been the editor of our school newsletter. In this position I was responsible for commissioning articles and also for writing some of them myself. I am also an active member of our local girls' football club.

End the email appropriately with Yours faithfully, Yours sincerely,

Yours sincerely,
Miriam Evans

First say what job you are applying for and where you saw the advertisement.

Indicate your enthusiasm for the job and your availability for an interview.

Useful language

STUDY!

- Dear Sir / Madam,
- I would like to apply for the post of ...
- I am writing in response to ...
- I feel this is a great chance to find out exactly what the job is about.
- I believe my best qualities are ...
- Regarding my achievements / future goals / interests ...
- In addition,
- I also consider myself ...
- I would be particularly interested in working in ...
- I am sure I can make a very positive contribution to ...
- ... to gain experience.
- In this position I was responsible for ...
- Please find attached ...
- I am available for an interview at any time / any evening / on Saturdays, etc.
- Thank you for your attention.
- I look forward to hearing from you.
- Yours faithfully,
- Yours sincerely,

En cuanto a...



A LETTER OF APPLICATION

1 Read Nancy's letter of application and complete it using the phrases and words in the box.

5	I consider myself	6	experience	7	widely
3	As you will see	9	hard-working	8	fluently
1	I am writing in response	2	advertisement	4	CV
11	I look forward to hearing	8	on business	10	deadlines

Worldwatch Europe IPA
 56 Merritts Avenue
 Overland Park
 Reading
 RG2 6HD

Dear David Benton,

_____ 1 _____ to your _____ 2 _____ in today's Guardian for a journalist based in Geneva.

_____ 3 _____ from the enclosed _____ 4 _____, I studied journalism and modern languages at University College, London, and went on to do a master's in journalism at Queen Mary's College, London.

_____ 5 _____ the ideal candidate for the job because I have all the relevant _____ 6 _____. In my present job I am in charge of Eastern Europe publications for Intertec Publishing. Before this, I worked for the BBC World Service, at first covering Mexico and Argentina, then Europe. I have travelled _____ 7 _____ in South America and Europe. In my present job I frequently go to Japan _____ 8 _____. I speak French, German, and Spanish _____ 8 _____.

I am an enthusiastic and _____ 9 _____ person. I am good at organizing people and can meet _____ 10 _____.

_____ 11 _____ from you in the near future.

Yours sincerely,

Nancy Mann

Writing an application letter

In addition to Part 1 of the writing paper, you may be asked to read a job advertisement and write an application letter in Part 2. The advertisement will tell you what the employers are looking for, and it is important to mention all these points in the letter.

1 Sample task

Read the sample task and in pairs discuss how you would answer it.

including cv and letter of application
closing date: 10 May
We are an equal opportunities employer

WANTED - JUNIOR CLUB ORGANIZERS FOR AN INTERNATIONAL SUMMER CAMP

We are looking for keen and enthusiastic people to arrange activities for members of our Junior Club who are between 8 and 11 years old and of various nationalities.

Do you have:

- an interest in children?
- a good command of English?

If so, then write to Mrs Koralek enclosing your CV, and informing us of your availability for interview.

Previous experience of working with young children would be advantageous, but not essential, as full training will be given.

dominio

CONNECTIONS employment agency
Opportunities in Australia

Write a letter of application (120–180 words).

2 Sample answer

Read the letter and then answer the questions below.

Dear Mrs Koralek

I am writing in response to your advertisement and would like to apply for a position as a Junior Club Organizer.

I am a 19 year-old student and have one older brother who is at university. I am currently doing a Teacher Training Course at college and am looking for work during the summer holidays. I feel I would be well qualified to work as a Junior Club Organizer.

As you will see from my CV, I have some experience of working with young children. Last year I worked in France in a similar position, and my responsibilities included arranging children's parties and excursions to local places of interest. I really enjoyed the work and would like to have another opportunity of working in a summer camp. In addition, my hobbies include playing chess and reading.

I look forward to hearing from you.

Yours sincerely,
Steve Jones

(151 words)

Analysis

In many ways this is a good answer, but the content is not quite right because the writer has not done exactly what the task requires. Read the advertisement and the letter again. Can you find:

- a two things that should be mentioned in the letter but which are missing?
- b two things that are mentioned in the letter but which are not required by the task?

1 Read the lines 1–10 from some letters and emails. Which are formal, which are informal? Which are beginnings? Which are endings?

- 1 *Great to hear from you again.*
- 2 *I am writing in response to your advertisement in today's Guardian for an IT consultant.*
- 3 *Give my regards to Robert and all the family.*
- 4 *I'm sorry I haven't been in touch for so long but you know how it is.*
- 5 *Thank you for your invoice of April 16th. Please find enclosed a cheque for the full amount.*
- 6 *Write or, better still, email me soon.*
- 7 *We trust this arrangement meets with your satisfaction.*
- 8 *Just a note to say thank you so much for having me to stay last weekend.*
- 9 *Take care. I can't wait to see you next week.*
- 10 *I look forward to hearing from you at your earliest convenience.*

2 Read the beginnings of these letters and emails. Match them with their next line and ending.

Beginnings	Next lines	Endings
1 Dear Jane, thanks for your email. It's great to hear from you after so long.	a We had no idea John was such a good cook!	e Let me know asap. All the best, Danny
2 Dear Mr Smith, We have received your order and payment for the Children's Encyclopaedia CD-ROM.	b It's good to catch up on all your news. I've been pretty busy lately too. I've just started a new job.	f We apologize for the inconvenience. Your order will be processed as soon as we receive the additional amount. Yours sincerely, Pigeon Publishing
3 Hi Pete, Any chance you're free next Saturday evening?	c Unfortunately your cheque for £90 did not include postage of £7.50.	g Let's meet soon. Give my love to Alan and the boys. Yours, Julie
4 Dear John and Liz, Thank you so much for a great evening and meal.	d Chris and Nick are coming over and we wondered if you'd like to join us.	h Thanks again. We hope to see you both soon. Love Vicky and Jamie

3 Which letter or email in exercise 2 is ...?

- an invitation
- a formal request
- exchanging news
- saying thank you

Underline the words or phrases which helped you decide.

4 You have just found the email address of an old friend. Write to him/her. Give news about your personal life and work. Ask about his/her news.

