

Read this **letter of application** and order its parts. What kind of information is included in each part?

As I am hardworking and reliable and have the relevant skills and experience needed to succeed in this course, I hope that my application will be seriously considered. I would be grateful if you could inform me how I can get an application form and about any other requirements.

I have been interested in studying Engineering since I was thirteen. I am particularly interested in Mechanical Engineering and last year I took part in a competition to design an engine for a miniature racing car and won first prize. I wish to work in the motor racing industry in the future and I believe this degree will prepare me for such a career. I also have a part-time job at a car manufacturing factory near my home. This work experience has provided me with organisational, teamwork and time management skills, all of which will help me in my university studies.

I look forward to hearing from you at your earliest convenience.

24 Regents Street
Rochdale
Lancashire
LK14 6DW

12th April 2011

Yours sincerely,

Paul Allen

Paul Allen

I am writing with regard to the Excellence Scholarships which I saw announced on the university website. I am considering studying Mechanical Engineering at Birmingham University and I would like to apply for a scholarship.

I am eighteen years old and have just taken my A level examinations in Mathematics, Further Mathematics, Physics and Chemistry. I was awarded three As and a B.

Professor Elizabeth Shaw
Head of Admissions,
Department of Engineering
University of Birmingham
Birmingham B153TU

Dear Professor Shaw,

Your address

24 Regents Street
Rochdale
Lancashire
LK14 6DW

Date

12th April 2011

Professor Elizabeth Shaw
Head of Admissions,
Department of Engineering
University of Birmingham
Birmingham B153TU

Address of the person or
company you are writing to

Greeting

Dear Professor Shaw,

State why you
are writing

I am writing with regard to the Excellence Scholarships which I saw announced on the university website. I am considering studying Mechanical Engineering at Birmingham University and I would like to apply for a scholarship.

Age and
qualifications

I am eighteen years old and have just taken my A level examinations in Mathematics, Further Mathematics, Physics and Chemistry. I was awarded three As and a B.

Mention why
you are
interested in the
scholarship and
your experience
and skills

I have been interested in studying Engineering since I was thirteen. I am particularly interested in Mechanical Engineering and last year I took part in a competition to design an engine for a miniature racing car and won first prize. I wish to work in the motor racing industry in the future and I believe this degree will prepare me for such a career. I also have a part-time job at a car manufacturing factory near my home. This work experience has provided me with organisational, teamwork and time management skills, all of which will help me in my university studies.

Explain why
you are a
suitable
candidate and
ask for further
information

As I am hardworking and reliable and have the relevant skills and experience needed to succeed in this course, I hope that my application will be seriously considered. I would be grateful if you could inform me how I can get an application form and about any other requirements.

I look forward to hearing from you at your earliest convenience.

Yours sincerely,

Paul Allen

Signing off

Paul Allen