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,

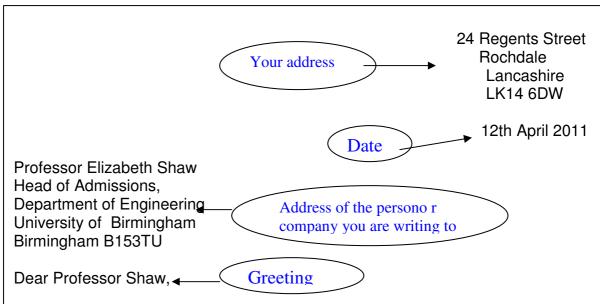
Paul Allen

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,



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,

