

Example 1

Application letter/email

Example 2

John Smith
18 High Street
Causton WD6 1DX

18th June 2009

Personnel Officer
Discover Britain Tours
Old Street, Newcastle
NE23 10W

Dear Sir / Madam,

I am writing to apply for the position of tour guide which was advertised in *The Guardian* on 16th June.

I am a twenty-two-year-old student in my final year. I am studying British History at the University of York. I expect to graduate in September. I also speak fluent German.

Last summer I was employed by the Lynch Centre as a guide. My duties included selling tickets, giving tourists information and promoting the museum to visitors to York. In addition, I give tennis lessons to children and adults at my local club. This has given me a lot of experience of working with different kinds of people.

As my references show, I am a hard-working and reliable person. I also enjoy meeting people from other countries and am considered to be friendly and enthusiastic.

I enclose my CV and would be glad to attend an interview at any time convenient to you.

Yours faithfully,

John Smith
John Smith

LETTERS

Your name
Original address
Date

Receiver's name (if you know it)
Receiver's address

EMAILS

To: (the prospective employer)
From: (you, the employee)
Subject: Vacancy

Write the reason for writing, the title of the post, where and when the advertisement was seen.

Write a brief profile and your qualifications.

Write about relevant past work experience, chronologically, starting from the most recent or current one.

Write about your personal qualities.

Closing remarks:

(when: Dear + surname)

Yours sincerely,

(when: Dear Sir/Madam)

Yours faithfully,

John Smith
18 High Street
Causton WD6 1DX

18th June 2009

Ms J. Spencer
Personall Officer
Discover Britain Tours
Old Street, Newcastle
NE23 10W

Dear Mrs Spencer,

I would like to apply for the position advertised in *The Guardian* on 16th June for a Personal Assistant to the Sales Director.

As you will see from my c.v., I am a Personal Assistant and I deal not only with the routine work of a secretary, but also represent the Assistant director at small meetings and functions.

I speak German and Italian and am also familiar with the latest developments in Information Technology, having just completed a one-month course at The City College. I am particularly interested in the situation you are offering, as I would like to become more involved with an IT organisation.

As well as my secretarial skills and experience of running a busy office, I am used to working with technicians and other specialised personnel in the field of computers.

Please let me know if there is any further information you require. I look forward to hearing from you.

Yours sincerely,

John Smith
John Smith

Visit the following sites for more templates:

<http://www.askoxford.com/betterwriting/successfulcv/application/>
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>
<http://jobsearch.about.com/od/sampleresumes/a/sampleresumes.htm>

GENERAL TIPS!

- Do not use short forms (I'm, don't)
- Use statements related to the job requirements and the employer
- Bold parts:** typical phrases used in applications.

Adapted from:

- A Handbook of Commercial Correspondence by A. Ashley. OUP. 1992.
- Reading and Writing Targets 3 by Virginia Evans & Jenny Dooley. Express Publishing. 2001.