

A FORMAL LETTER / A LETTER OF APPLICATION

PP. 42-43



WE USE A FORMAL REGISTER IN A FORMAL LETTER!

A formal application letter / email

The purpose of a formal application letter / email is to apply for a job that you would like to have.

Be sure to:

- ▶ think about who the reader will be
- ▶ make a favourable impression on the reader
- ▶ say why you are good for the job
- ▶ follow the plan on this page
- ▶ begin and end correctly
- ▶ use formal, polite language
- ▶ use indirect questions to ask for information
- ▶ use phrases from this page.

Content	Useful phrases
Begin your letter with a greeting.	<i>Dear Ms / Mr (surname), Dear Sir / Madam,</i>
Paragraph 1 Explain why you are writing.	<i>I am writing to apply for the job which was advertised in the on (date).</i>
Paragraph 2 Say something about yourself and say what qualifications you have.	<i>I am (your age) years old ... I am in the (year) form of secondary school. I am a very hard-working person ... I also speak English well. This job will allow me ...</i>
Paragraph 3 Ask any questions you may have.	<i>I would appreciate it if you ... Could you please let me know ... I wonder if you would / could inform me ...</i>
Paragraph 4 Say you are available for an interview.	<i>Please do not hesitate to contact me if you would like any more information. I am available for an interview at any time.</i>
End your letter.	<i>I look forward to hearing from you soon. Yours sincerely, (if you know the person's name) Yours faithfully, (if you don't know the person's name)</i>

READ THE LETTER AND CHOOSE THE RIGHT REGISTER (EX.C)

C Read the email of application.
Then choose the best answer to complete the gaps.



To: _____
From: _____
Subject: _____

1 ...

2 ...

I am 16 years old and in the sixth form of secondary school. ³ ... I am a very hard-working person, and I have excellent marks at school. I also speak English well and have just completed the intermediate class at school. This job will allow me to practise my English, which is something I would like to do.

⁴ ... I would also be grateful if you could tell me the days and times you would need me at the café.

Please do not hesitate to contact me if you would like any more information. I am available for an interview at any time.

I look forward to hearing from you soon.

5 ...

Matthew Bradbury

- 1 **a** Dear Ms Andreou,
b Dear Olga,
- 2 **a** Are you still looking for someone to work over the summer?
b I am writing to apply for the job in your café which was advertised in the *Weekly Post* on Friday 11th November.
- 3 **a** I have never worked in a café before, but I am willing to learn.
b I've never worked before, so you probably won't hire me.
- 4 **a** I wonder if you would let me know whether the job is full-time or part-time.
b How much time will I have to work, and when?
- 5 **a** Yours sincerely,
b Yours,

REWRITE THESE SENTENCES IN FORMAL REGISTER (EX. E)


- 1 I can't wait to hear from you.
- 2 I'm extremely hard-working
- 3 Yours,
- 4 I want to apply for the job in your café.
- 5 Feel free to contact me if you want any more information.

READ THE ADVERTISEMENT AND WRITE ABOUT...(EX.F)

A summer job



Looking for something
to do over the summer holidays?

- Can you speak any foreign languages?
 - Are you a sociable and reliable person?
 - Have you worked in a shop before?
- 

The **Sea Breeze** gift shop
is looking for someone
to help out during
the busy months
of July and August.



If you are interested, apply in writing to
Jim Manos j.manos@natgalshop.com

- 1 why you like meeting people.
- 2 why you are enthusiastic about working in a shop.
- 3 why you are reliable.
- 4 the work experience you have.

YOUR WRITTEN EXERCISES:

- Ex. E p. 43
- Ex. F p. 43

Good luck!