

WRITING

Letter of application 1

In Part 2 of Paper 2, you may be asked to write a letter applying for a job. If you are replying to an advertisement, you must be careful to cover all the points. You should write in a suitably formal style.

A Read this advertisement.

SOCIAL EVENTS ORGANIZER

We are looking for someone to arrange weekend and evening events for a group of students from Europe, who will be studying at a London language school in July and August. Could it be you? Are you

- a good organizer?
- sociable and outgoing?
- good at languages?
- familiar with the local area?

If you are, please write to us, saying why you would be suitable for this job.

B Read this letter of application for the job that is advertised above. Choose the words or phrases in *italics* that you think are more formal.

Dear Sir or Madam,

I am writing to apply for the *post / job* of Social Events Organizer which was advertised in last week's edition of Summer Jobs.

I am *now / currently* studying French and Italian at London University, so I speak both languages well.

I feel I would be *suitable / right* for this position because I have good organizational skills, and I greatly enjoy going out and meeting new people. I have lived in London all my life so I know many of the places that young students would enjoy.

I have experience of this kind of work. Last summer I was *employed by / worked for* Imperial Hotels as a Tour Organizer, and I arranged excursions to places of interest in and around London. I also worked for London Life last Christmas, which involved taking *groups of / some* American tourists around the capital.

My course finishes in the middle of June, so I would be *available for work / can start working* at any time during July and August.

Please do not hesitate to contact me if you *need / require any more / further* information. I look forward to hearing from you.

Yours faithfully,

C Read the advice (notes 1–7) on how to write a good letter of application. Then find the part of the letter in B that relates to each piece of advice. Finally, re-arrange the advice so that it is in the same order as the letter.

- 1 Make it clear which post you are interested in and how you heard or learned about the job.
- 2 Describe your present position or situation briefly and clearly.
- 3 Begin the letter with 'Dear Mr ...', 'Dear Ms ...' or 'Dear Mrs ...'. However, if you don't know the name of the person, remember that there is another phrase you can use.
- 4 Sign off correctly. Use a suitable formal phrase.
- 5 Make it clear when you can begin the job if it is offered to you.
- 6 The final paragraph of your letter is just as important as the first paragraph. It must be polite but it must also give them the impression you are really interested in the job.
- 7 Explain why you think you would be particularly good for the job. You can make up any details you like here.

D Writing task

You see this advertisement and decide to apply:

WANTED!

We are looking for Summer Camp Hosts to help teach and entertain children aged 10–12 at our Summer Camp in August.

If you are good with children, keen on sports and other outdoor activities, and have a lively and outgoing personality, then we'd like to hear from you. We offer good rates of pay and free accommodation.

REPLY TO SUMMER CAMP TRAVEL, BOX 100

E Follow these notes when you write your letter of application.

- 1 Remember it is not necessary to write any addresses.
- 2 Write in a formal style. Avoid informal language.
- 3 Cover the three qualities they ask for (good with children, sports, personality), explaining clearly why you think you have these qualities. Use your imagination here. Don't be afraid to exaggerate a little.
- 4 Use some of the phrases from the letter in B.
- 5 Be sure to tell them something about your present situation and when you could begin working.
- 6 Arrange your letter in clear paragraphs.
- 7 Don't write more than 180 words.