

FORMAL LETTERS - LETTER OF APPLICATION FOR A JOB

WRITING GUIDELINE:

Length: A letter of application should be no more than one page long.

Format and Page Margins: A letter of application should be single-spaced with a space between each paragraph. Use about 2.5 cm margins.

Font: Use a traditional font such as Times New Roman, Arial, or Calibri. The font size should be between 10 and 12 points.

LETTER FORMAT:

Heading: A letter of application should begin with both your and the employer's contact information (name, address, phone number, email) followed by the date. (In an email: your information goes after the signature)

Salutation: The most common salutation is " **Dear Ms/Miss/Mrs/Mr/Dr** (Mrs – to address a married woman, Miss – to address an unmarried woman (rarely used now), Ms – to address a woman whose marital status you don't know; also used to address an unmarried woman) + **surname**". "**Dear Sir or Madam**" if the gender is unknown. En español: "Estimado Señor o Señora" puedes simplificar la forma de dirigirte a la persona según sea: Sr. → Señor, Sra. → Señora, Srta. → Señorita, Dr. → Doctor

Body of the letter:

paragraph 1: explain which job you are applying for and how / where you heard about it

- I have seen your advertisement for a job as... and I would like to apply.
- I am writing to apply for the position / job of ...advertised in...
- I am writing to you in response to your advertisement for the position of...

paragraph 2: briefly describe your most relevant qualifications and / or experience. Explain why you are interested in the position and why you think you would be suitable for the position

- As for my work experience, I have been...
- I believe that I have the qualifications, experience and enthusiasm that you are looking for.
- I am an **organised** and **easy-going** person
- **/ helpful / committed / creative / determined / enthusiastic / hard-working / reliable / good communicator / competent / conscientious / convincing / forbearing / assertive / courageous / loyal / efficient / patient / productive /**

- I enjoy being with other people / I have a good sense of humour and plenty of energy / I am able to work under pressure / I have a very outgoing personality / I am a dedicated and driven professional

paragraph 3: say that you can supply some documentation (such as c.v. and references) + how you can be contacted and / or when you are available for interview

- I have enclosed a copy of my resume for your review.
- I have attached my personal résumé, which outlines details of my education, experience and personal information.
- I will be available to come in for an interview at any time convenient to you. / I am ready to meet with you at your convenience. / I can be contacted at home on 661098 / at the address above or on ... / I can be reached by phone between 9:00 a.m. and 6:00 p.m. at (513) 545-1098.
- Please do not hesitate to contact me if you require any further information.

Closing:

- I look forward to your reply. / I look forward to hearing from you.
- Thank you in advance for your kind attention. / Thank you for taking the time to review my application.
- **Use of Yours sincerely, and Yours faithfully**
 - ❓ "Yours sincerely" is used when the letter is addressed to a particular person by name, i.e. if the letter started with "Dear Mr Bloggs".
 - ❓ "Yours faithfully" is used when the letter is addressed to a generic addressee, i.e. "Dear Sir" or "Dear Madam".

WRITING 2: A formal letter

**Your name
Your road
Your Town
Post or Zip Code
Your telephone number
Your email address**

11 August 2008

Paul Atkinson
106 Picadilly
Bristol
BS8 7TQ

Dear Mr Atkinson,

I am applying for the post of secretary, **which I saw advertised in** the July edition of *The Daily Telegraph*.

I feel I have many of the relevant qualifications for this job. I am an **organised** and **hardworking** person. I have worked extensively as a secretary in language schools, doing all kind of tasks. I am very interested in meeting new people and how to treat them. I am a very practical person, easy-going, and I find it easy to establish a good working relationship.

Please find enclosed my CV. Please do not hesitate to contact me if you require any further information.

I look forward to hearing from you.

Yours Sincerely,

your signature