

# LETTERS OF APPLICATION

- A letter of application may be written when we apply for a permanent/temporary job or educational course
- It is important to include only the information that is relevant, and to use a suitable style, formal or semi-formal
- The first paragraph mentions the reason for writing. It can also include the name of the job/course you are applying for and where you saw it advertised
- The main body paragraphs can include:
  - what you are doing now
  - what work experience you have
  - your academic qualifications
  - the personal qualities which make you suitable for the job or course
- In your final paragraph, you can:
  - summarise the points in the main body
  - thank the person for considering your application
  - ask the person to consider you for the job/course
  - mention the possibility of further communication
- Present tenses are normally used but some past tenses can be used to describe your past experience. You may also use future constructions

## **Applying for a Job**

### Introduction

#### Paragraph 1

- reason for writing

### Main Body

#### Paragraphs 2 - 3 - 4

- qualifications/training - previous experience/ qualities and skills

### Conclusion

#### Final Paragraph - closing remarks

Full name

## **Useful Language for Letters of Application (for a Job)**

### Opening Remarks:

- I am writing to apply for the post/job/position of/which I saw advertised in...
- I am writing with regard to your advertisement...
- I am writing in response to your advertisement...

### Reference to experience:

- ...for the last/past year I have been working as... since/for
- I have had experience of...
- Two years ago I was employed as...
- I worked as... before...

### Closing Remarks:

- I would appreciate a reply at your earliest convenience...
- Please contact me regarding any queries you may have...
- I enclose my CV and I would be glad to attend an interview at any time convenient to you...

- If you wish me to attend an interview, I am available at any time...
- I look forward to hearing from you in due course...

## **Applying for a Course**

### Introduction

Paragraph 1

- reason for writing

### Main Body

Paragraphs 2 - 3 - 4

- qualifications / reasons for wanting to take the course

### Conclusion

Final Paragraph - closing remarks

Full name

## **Useful Language for Letters of Application (for a Course)**

### Opening Remarks:

- I would like to apply for admission to the ... beginning
- I would like to be considered for...

### Reference to experience:

- I hold a certificate/degree in
- I am due to take examinations in...
- I have taken/passed the ... examination...
- I hold the following qualification...
- I have completed the following courses/degree course
- My degree is in English...

### Closing Remarks:

- I would appreciate a reply at your earliest convenience...
- I look forward to meeting/hearing from you
- Please contact me regarding any queries you may have
- I enclose further details of my education and qualifications to date...
- I hope that you will consider me for entry
- I look forward to receiving your response in the near future

## **PRZYKŁAD LISTU:**

Letter of application

Dear Sir / Madam,

I am writing to apply for a place on the History MA course which commences this September at Winston University.

I am 25 years old and I have completed a History degree at Macbriney University, where I received first class honours. Prior to this I was a pupil in grammar school, where I obtained 9 GCSEs and four A levels in History, English, Mathematics and Geography.

Since the completion of my BA I have spent one year working as assistant historian. This work was extremely enjoyable and I am now anxious to specialise by gaining further qualifications before embarking on my chosen career in this field.

I enclose details of my education and qualifications in the hope that you will consider me for entry. I am looking forward to hearing from you.

Yours faithfully,  
XYZ