

Formal letters (letter of application)

10 A form





PART TIME JOBS
Online & Offline
No Investment
Sure Job In



What are we going to learn today?

What will be our lesson's goal for today?





Part-time/weekend SALES ASSISTANT

for city centre gift shop

Must be trustworthy and have a
friendly, sociable personality.

Would suit a student.

Please apply in writing to:

▶ Simon Willis, PO Box 234. ◀



28 Leahurst Rd
YK 13 SNL
4th September
Hi Simon!

How are you? I'm glad to write you this letter cause I've always dreamed about such a nice part-time job like Sales Assistant. I saw that cool advert in some paper while walking with my dog, Pedro, yesterday. I am 16 years old, I am tall and have got long brown curly hair. I've got one sister, who I get on with very well.

But I don't have any experience of working in a shop, I want to work for you. I've had a regular baby-sitting job for a year now. I'm trustworthy and reliable, but I can sometimes be a little impatient and moody.

I'm free to start work from July. I finish my exams at the end of May so I can't wait to hear from you.

Yours,
Andrea Leary

6 Society Street
Worthing WX GLR
12th September

Dear Mr Willis,

I am writing to apply for the position of Part-Time Sales-Assistant which was advertised in this week's edition of the "Weekly Herald".

I am 18 years old and in my final year at sixth form college. I am considering a career in the retailing sector after I leave college. For this reason, I would like to gain some valuable experience working as a sales assistant.

I have 9 GCSEs, including Maths and English. I also have two years experience working as a Saturday sales assistant, which I enjoyed very much. I am described by my teachers as enthusiastic, confident and reliable.

I would be available for an interview at any time. I have enclosed a copy of my CV. I look forward to hearing from you.

Features of formal letters:



- **1) Formal greetings and endings (Формальное приветствие, окончание)**
Example: *Dear Mr Barnes...; Yours sincerely, ...*
- **2) Advanced, formal vocabulary/ set phrases (Расширенный словарный запас, официальная лексика, шаблонные фразы)**
Example: *I am writing to apply for the position of ...*
- **3) Formal linkers (Официальные слова-связки)**
Example: *For this reason, therefore, however.*
- **4) The use of passive (Использование пассивных конструкций)**
Example: *I can be contacted...*
- **5) The use of full forms (Использование полных форм)**
Example: *I have always been interested in...*

Match the paragraphs (1-7) with the headings:

- 1) Closing remarks
- 2) Qualifications
- 3) Greeting
- 4) When available for interview (say when and how can be contacted)
- 5) Address, date of writing
- 6) Experience, qualities
- 7) Reason for writing

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Yours sincerely,

Eleanor Jones

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- 2) Greeting
- 3) Reason for writing
- 4) Qualifications
- 5) Experience, qualities
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- 7) Closing remarks

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Yours sincerely,

Eleanor Jones



The structure of the letter of application

1. Address, date of writing
2. Greeting
3. Reason for writing (why do you want this job)
4. Qualifications.
5. Experience, qualities
6. When available for interview (say when and how can be contacted)
7. Closing remarks (including your signing off)

Thank you for your attention!

