

FORMAL LETTERS

FORMAL LETTERS SHOULD HAVE

- ◆ A PERSONAL, CHATTY STYLE
- ◆ SPECIFIC GREETINGS/EINDINGS
- ◆ EVERYDAY LANGUAGE
- ◆ ADVANCED LANGUAGE
- ◆ SET PHRASES
- ◆ SHORTS FORMS
- ◆ USE OF PASSIVE
- ◆ LOTS OF PHRASAL VERBS/IDIOMS
- ◆ FORMAL PHRASES
- ◆ USE OF FULL FORMS

5 Society Street
Worthing WX3 GLR
28th April

Dear Mr Harris,

- 1 I am writing to apply for the position of Summer Tour Guide which was advertised in this week's edition of the 'Weekly Herald'.
- 2 I am 18 years old and in my final year at sixth form college. I am considering a career in the tourist industry after I leave college. For this reason, I would like to gain some valuable experience working with tourists.
- 3 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 speak some French and German and have a good knowledge of my local area. I am described by my teachers as enthusiastic, confident and reliable.
- 4 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.

Yours sincerely,
E Jones
Eleanor Jones

- ◆ WHO WROTE THE LETTER?
- ◆ WHY HAS SHE/HE WRITTEN THIS?
- ◆ WHO WILL READ IT?
- ◆ HOW DOES IT BEGIN/END?

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❖ QUALIFICATIONS

❖ OPENING REMARKS

❖ INTERVIEW DATE/CLOSING REMARKS

❖ AGE/REASONS TO GET A JOB

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1. OPENING REMARKS

2. AGE/REASONS TO GET A JOB

3. QUALIFICATIONS

4. INTERVIEW DATE/CLOSING REMARKS

Informal Style

- 1 I want to apply for ...
- 2 I want to work ...
- 3 I've had a job as ...
- 4 which was fun ...
- 5 I know the area well ...
- 6 I'm free to talk to you ...
- 7 Have a look at my CV.
- 8 Can't wait to hear from you.

Formal Style

I AM WRITING TO APPLY FOR
.....

I AM CONSIDERING A CAREER IN
I ALSO HAVE TWO YEARS' EXPERIENCE
WORKING AS
.....

WHICH I ENJOYED VERY MUCH
.....

I HAVE A GOOD KNOWLEDGE OF MY
LOCAL AREA
.....

I WOULD BE AVAILABLE FOR INTERVIEW
.....

I HAVE ENCLOSED A COPY OF MY CV
.....

I LOOK FORWARD TO HEARING
FROM YOU
.....

Curriculum Vitae

A. PERSONAL DETAILS

NAME	1.
ADDRESS	5 Society Street, Worthing
TELEPHONE	0184 84 75483
DATE OF BIRTH	22nd December 1988
NATIONALITY	British

B. EDUCATION

QUALIFICATIONS	2.
LANGUAGES	3.

C. ... WORK EXPERIENCE

2003 - 2005	4.
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D. PERSONAL QUALITIES

Good knowledge of local area,
5., reliable.

◇ EDUCATION

◇ WORK EXPERIENCE

◇ PERSONAL DETAILS

◇ PERSONAL QUALITIES

Curriculum Vitae

A. PERSONAL DETAILS

ELEANOR JONES

NAME	ELEANOR JONES
ADDRESS	<i>5 Society Street, Worthing</i>
TELEPHONE	<i>0184 84 75483</i>
DATE OF BIRTH	<i>22nd December 1988</i>
NATIONALITY	<i>British</i>

B. EDUCATION

QUALIFICATIONS	2. 9 GCSEs incl. Maths and English
LANGUAGES	3. FRENCH, GERMAN

C. WORK EXPERIENCE

<i>2003 - 2005</i>	4. SATURDAY SALES ASSISTANT
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D. PERSONAL QUALITIES

<i>Good knowledge of local area,</i>	ENTHUSIASTIC, CONFIDENT
<i>5., reliable.</i>	

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Eleanor Jones

2 Use the words in brackets to rewrite the sentences in formal style.

1 I want to apply for ... (writing/I/to/for/am/apply)
I AM WRITING TO APPLY FOR

2 That's why ... (this/reason/for)
FOR THIS REASON

3 I really like ... (have/been/always/in/I/interested)
I HAVE ALWAYS BEEN INTERESTED IN

4 Take a look at my CV ...
(enclosed/have/a/
I/copy/CV/of/my)
I HAVE ENCLOSED A COPY OF MY CV

5 We can have a chat ...
(contacted/I/be/can)
I CAN BE CONTACTED

6 Love from, Peter Bennet ... (Peter
Bennet /sincerely/yours)
SINCERELY YOURS, PETER BENNET

FORMAL LETTERS SHOULD

H/W: WRITE YOUR CV



**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. ◀