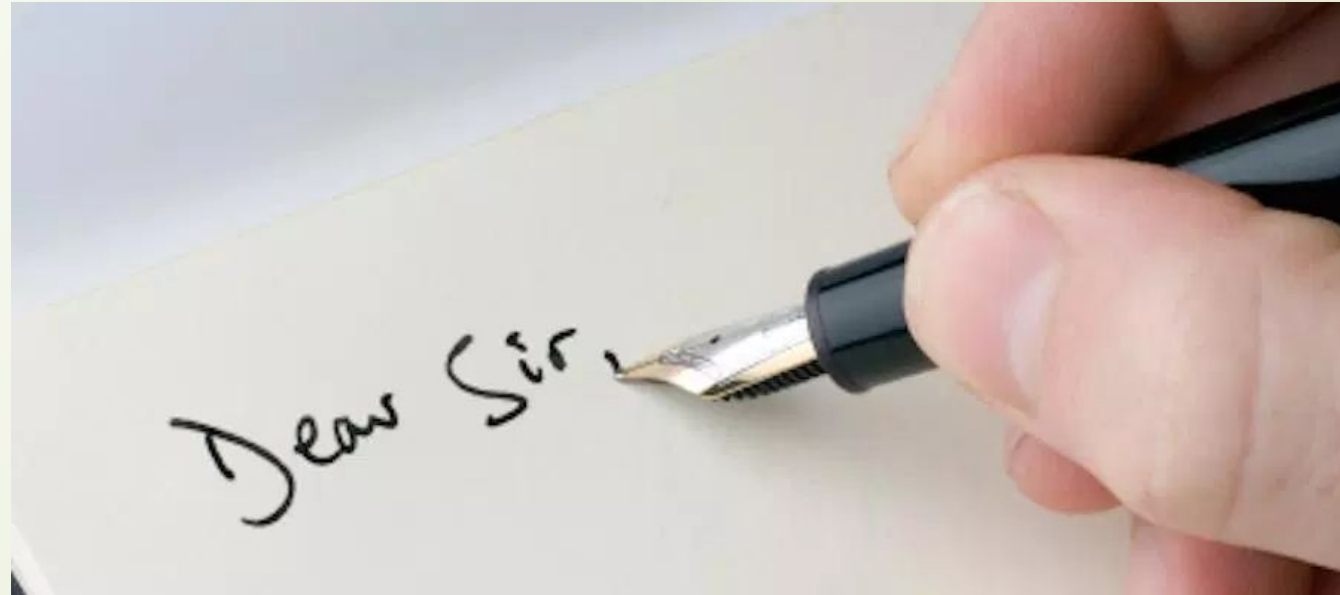


Formal letters



Module №3

Tips of writing

- **Formal greetings and endings**
- **Formal/advanced vocabulary/set phrases**
- **Formal linkers**
- **The Passive Voice**
- **The full forms**

~~Informal greetings/endings~~

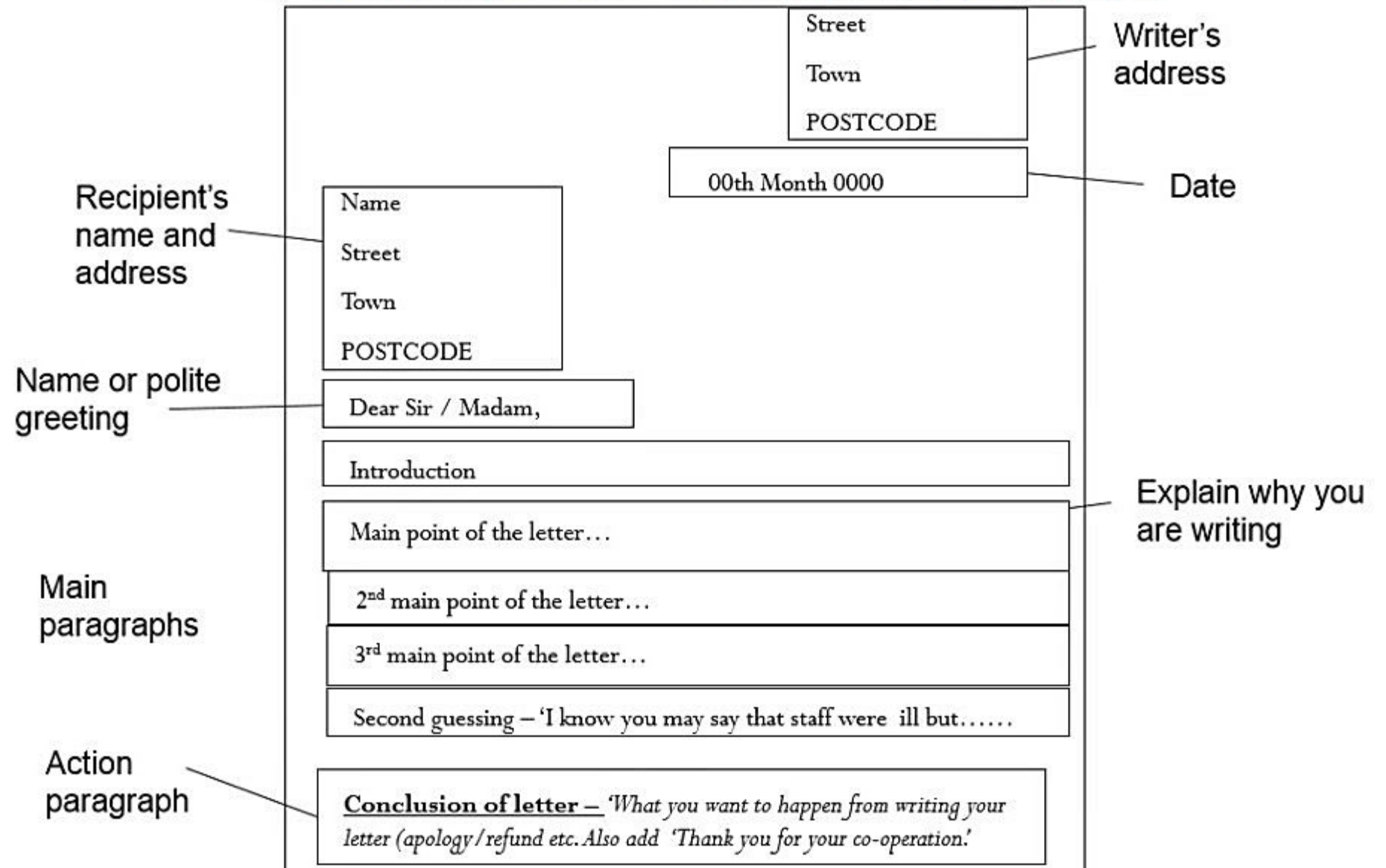
~~Everyday language/colloquial expressions~~

~~A lot of phrasal verbs/idioms~~

~~Short forms~~

~~Abbreviations~~

FORMAL LETTER STRUCTURE



Formal greetings

□ Dear Sir or Madam,

(If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name)

□ Dear Mr Jenkins,

(If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only.)

Formal endings

☐ ***Yours Sincerely,***

☐ (If you know the name of the person.)

☐ ***Yours Faithfully,***

☐ (If you do not know the name of the person.)

☐ ***Your signature***

☐ (Sign your name, then print it underneath the signature. If you think the person you are writing to might not know whether you are male or female, put your title in brackets after your name.)

Formal linkers

- For this reason
- Therefore
- However
- Because
- Accordingly

Introduction

- **1 Paragraph mentions where you found out about the vacancy and names the job you are applying for**
- e.g. *I am writing in reply to your advertisement in the Times for waiters to work in your new Russian café.*
- **(I am writing to apply for the position of.../ to ask for further information about ...**
- **I am writing to apply for the post /position of... as advertised in...**
- **I am writing in reference to your advertisement in...**
- **With reference to your advertisement in ... I am interested in applying for the position of...)**

Main body

□ 2 Paragraph presents you to the employer, explains why you want to apply for the position.

e.g. At the moment I am a third-year student at Vladimir Teacher Training College studying English and Spanish. I would like to work for you in order to experience and practice English. I was impressed by the service provided by your staff when I visited London last summer. I am hoping that I shall now have a chance to help give this sort of service to other customers.

- (My qualifications include...*
- I am currently...*
- At the moment I ...)*

Main body

□ 3 Paragraph mentions your previous work experience (if any), skills and abilities that make you suitable for the job and suggests ways of getting in touch with you.

e.g. I have had no real work experience yet, but from my farm work in my home village I know how to work in a team. However, I hope that you will be kind enough to give me an interview so that I can explain myself better. I have also given my address above so that you can contact me that way if you wish.

- (Please find attached my CV.)*
- As you can see from the attached CV, ...*
- As you will see from the enclosed CV, ...*
- I am enclosing my CV for your consideration.*
- I have enclosed my C.V. and would be glad to supply any further information required.)*

Conclusion

4 Paragraph mentions when available for interview/Closing Expressions/

e.g. I would be available for an interview at any time. I have enclosed my CV for your consideration. I look forward to hearing from you.

Yours faithfully,

Alexander Popov

(I am available for interview at your convenience.

I look forward to hearing from you.

I enclose my reference from my present employer.

I would be grateful if you would consider my application.

Please let me know if you need any further information.

I look forward to meeting you to discuss employment opportunities.)

John Donaldson

8 Sue Circle, Smithtown, CA 08067 · 909-555-5555 · john.donaldson@emailexample.com

September 1, 2018

George Gilhooley
Times Union
87 Delaware Road
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose a completed job application, my certification, my resume and three references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I have successfully designed, developed and supported live-use applications.
- I strive continually for excellence.
- I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

John Donaldson

Curriculum Vitae



Rebecca Bailey

rebeccaiannebailey@gmail.com 606-694-7985

www.rebeccaiannebailey.com

Hair: Brown

Height: 5' 9"

Eyes: Green

Vocal: Mezzo-Soprano

Professional

Clairee
Norma Hubley
Hope/Waitress
Gymnasia

Steel Magnolias
Plaza Suite
Almost Maine
A Funny Thing...

Prairie Repertory Theatre
Prairie Repertory Theatre
Prairie Repertory Theatre
Prairie Repertory Theatre

Bob Sylskar
Chris Guyotte
Bob Sylskar
Sue Klemp

Educational

Martha Watson
Marguerite
The Queen
June/ Reporter/ Dance Captain
Bawd/ Knight

White Christmas
Dearlly Departed
Cinderella
Chicago
Pericles

South Dakota State University
South Dakota State University
South Dakota State University
Mary Baldwin College
Shakespeare and Performance MLitt

Ray Peterson
Chris Guyotte
Sue Klemp
Clinton Johnson
Davies/ Bechtol

Related Experience

Director
Mrs. Bloomfield Agnes
Journey Into Theatre
Box Office Manager
Playhouse Staff
Master Class

The Most Massive Woman...
Grey Trailer
Class instructor for 1st-3rd grade
South Dakota State University and Prairie Repertory Theatre
American Shakespeare Center
Patti LuPone, Rhythmic Circus, Second City, Beth Burns, K. Jenny Jones

Experimental Theatre SDSU
TV Productions

JD Ackman
Jay Vanduch
Julie Abraham
Josh Westwick
Jennifer Jones

Education/Awards

BS in Theatre/Dance Minor

South Dakota State University, May 2012

Acting: JD Ackman, Chris Guyotte, Sue Klemp

Dance/ Movement: Melissa Hauschild-Mork

Voice: Dr. Emily Toronto, Heidi Grimsley

Combat: J.P. Scheidler, Winter Wonderland 2013

Outstanding Contribution to Theatre 2012

Outstanding Contribution to Dance 2012

Alpha Psi Omega 2010 - 2012

Outstanding Performance: *Dearlly Departed*, *Cinderella*

Special Skills

Box Office: Tix.com, Vendini, Excel

Dance: Tap, Jazz, Modern, Ballet, Ballroom, Basic Laban

Other: Basic training in Rapier/Dagger, Unarmed, Southern Dialect, Valid Driver, US Passport

References

JD Ackman
john.ackman@sdstate.edu
605-688-4387

Melissa Hauschild-Mork
melissa.mork@sdstate.edu
605-688-5048

Josh Westwick
joshua.westwick@sdstate.edu
605-688-4393

https://nz.jora.com/

Ticketing Crew | Summer Festivals, various...

New

SJS Student Job Search – Wellington City, North Island

\$24 - \$24 an hour

We are on the hunt for Ticketing Crew to help us at various festivals over summer in Wellington You'll be Front of House, assisting with...

3 days ago

Save

Summer Sales Assistant - Manukau - Suitable...

New

SJS Student Job Search – Manukau City, North Island

\$21 - \$21 an hour

We need several Sales Assistants for School Uniform sales at our Manukau Store. Hours vary depending on how busy we are - we expect to...

3 days ago

Save

Shop Assistant | Fixed-term Summer |...

New

SJS Student Job Search – Queenstown, South Island

\$23 - \$26 an hour

This employer is seeking a bubbly and reliable student to work as a Shop Assistant in one of their Queenstown Stores over the Summer...

3 days ago

Save

Summer Work – Full and Part time- McDonald...

New

Toi Ohomai – Tauranga, North Island

Part time

We are looking for reliable and enthusiastic people to join our team. Immediate start with Part Time and Full Time options across our 6...

1 day ago

Save