

A LETTER OF APPLICATION



Find the following information from the task.

Type of text	letter
Aim	apply for a job
Recipient	Marge Simpson
Register	formal

What position is being advertised?
camp helper

What kind of person are they looking for?

hard-working and energetic

able to organise activities for children:

workshops

sports

indoor and outdoor games

able to speak English

previous experience

You have seen the following advertisement in an international magazine.

Write a **letter of application** in 150 - 180 words giving your reasons for applying and saying why you think you would be suitable for the job.

UK SUMMER CAMPS

Helpers required to work on one of our International Summer Camps.

Applicants should be hard-working, energetic and able to organize activities for young children in these areas:

- workshops
- sports
- indoor and outdoor games

**Some knowledge of English essential.
Previous experience preferred.**

Write to Marge Simpson giving your reasons for applying and saying why you would be suitable for the job.

How should we begin the letter?

I would like to apply for the position of Camp Helper as advertised in this month's issue of "International Student".

I like working with children very much and I would enjoy the challenge of organising activities for them on one of your camps. Moreover, I have just finished school and in October I will be starting a degree course in English. I am therefore very keen to improve my language skills in an English-speaking country before I go to university.

My interests include basketball, tennis and orienteering and I can also play the guitar. For the past seven years I have attended summer camps in my country with the scouts and last year I helped to run a number of events, including an orienteering competition and a kite-making workshop.

I feel I have the necessary patience and energy to make a positive and enthusiastic contribution to your camps and I hope you will consider my application favourably.

I am available for interview at any time and look forward to hearing from you soon.

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How else could we begin the letter?

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How are the ideas in the example arranged?

Reasons for writing the letter

Availability for interview

Personal qualities and suitability for the job

Reasons for applying for the job

Interests / Skills / Experience

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Can you find any useful phrases for giving the following information?

Reasons for writing the letter

I would like to apply for the position of _____ as advertised in this month's issue of _____.

Reasons for applying for the job

I like working with _____ and I would enjoy the challenge of _____.

I have just finished school and in October I will be starting a degree course in _____.

I am therefore very keen to _____.

Interests / Skills / Experience

My interests include _____.

For the past ____ years I have _____.

Personal qualities and suitability for the job

I feel I have the necessary _____ and _____ to make a positive and enthusiastic contribution to your _____ and I hope you will consider my application favourably.

Availability for interview

I am available for interview at any time and look forward to hearing from you soon.

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Identify the vocabulary which describes the applicants personality?

have patience

have energy

enthusiastic

am positive

Can you think of any more characteristics that an employer would want you to have for this job?

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Salutation

Dear Sir / Madam, *(If you do not know their name.)*

Dear Mr Jones, / Dear Ms Smith, *(If you are given their name, you MUST use it, but NOT their first name)*

Reasons for writing the letter

I would like to apply for the job of _____ as advertised in this month's issue of _____.

I am writing to apply for the position of _____ which was advertised last week in _____.

Reasons for applying for the job

I like working with _____ and I would enjoy the challenge of _____

I have just finished school and in October I will be starting a degree course in _____ I am therefore very keen to gain experience **of** _____

Interests / Skills / Experience

My interests include _____

For the past ____ years I have been working as a / in a

Suitability for the job

I feel I have the necessary _____ and _____ to make a positive and enthusiastic contribution to your _____ and I hope you will consider my application favourably.

Ending the letter

I am available for interview at any time and look forward to hearing from you soon.

I look forward to receiving your reply.

Signing off

Yours faithfully, *(If you wrote "Dear Sir / Madam")*

Yours sincerely, *(If you wrote "Dear Mr Jones")*

WHAT
ARE YOUR
AMBITIONS?

HAVING LESS
TO DO, AND MORE
TIME AND MONEY
TO DO IT!

CARTOONSTOCK
.com

Search ID: mfl0318





Search: 68132181

"Have you any other skills outside
of being able to shoot down
250,000 droids in a video game?"