

Write an application

Use your answers to the questions to write an application letter to convince the producers that you'd be a good addition to the group, but be honest about your abilities and experience.



Exam skills > Writing

Writing an application letter

In a short, formal application essay, the writer needs to be persuasive, but at the same time honest, recognising any limitations and saying what they hope to learn. Here's an example structure.

Introduction

(approx. 50 words)

- Personal information
- What are you applying for?
- Why are you applying?

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What you have to offer

(approx. 80 words)

I believe I'll be a valuable addition to the team because ...

I know that ...

In addition, ...

Furthermore, ...

What you hope to gain

(approx. 80 words)

I am sure I will benefit from ...

Although I have no experience in ...,

I hope to ...

Closing

(approx. 10 words)

I look forward to hearing from you.

Yours faithfully, ...

1. Match the expressions below to expressions in the box with similar meanings.

and

I just know

I think I would be a good

I know I've never..., but ...

2. Which set of expressions is more formal?

Review

Once you've written your applications, swap with a classmate and read their text and give them some feedback:



What did you like?



What did they do well?



What could be improved?