
Letter of Application

Read the letter ignoring the gaps. In which paragraph does the writer:

- provide details of her qualifications, experience and skills?
- indicate she expects a reply?
- state why she believes she is suitable for the position?
- state her reasons for writing?

Dear Sir/Madam

I am writing **about** _____ your advertisement in the The Times on 1st September 2015 and I would like to apply for the **job** _____ of Management Trainee.

Right now _____ I am at the Polytechnic of Central London and am in my second year of a B.A. in Management. I will be graduating in 2016. The course includes topics relevant to the position such as Operations Management, Human Resources Management and Accounting.

While studying I have held the post of Executive in the Management Society, which has **given me** _____ invaluable hands-on management experience. **I am much better at being able to** _____ lead and supervise subordinates effectively while leading and organising Management Society activities.

My **knowledge as a leader** _____ and my ability to **get things done** _____ will enable me to contribute to the high-quality service your company provides. I feel I am the **best person** _____ for the position for the reasons stated and would **like** _____ the opportunity to work for your organisation.

I am **free** for an interview any me and you can contact me at the email address provided.

I can't wait to hear from you soon. _____

Yours sincerely

Marta Dias

Language Focus

1. Work in pairs. Read the letter again. Replace the words and phrases in bold with a more formal word or phrase.
2. Look at the letter again and find fixed phrases for the following:
 - a. to say why you are writing and where you heard about the job

 - b. to say which job you are interested in

 - c. to say you expect a reply

 - d. to say how when and how you can be contacted

 - e. to say why you are the best person for the job