

## FORMAL LETTER / EMAIL OF APPLICATION

LAYOUT	USEFUL PHRASES
<b>GREETINGS</b>	<ul style="list-style-type: none"> <li>▪ Dear Mr/Mrs/Ms Smith(,)</li> <li>▪ Dear Sir/Madam(,)</li> </ul>
<b>INTRODUCTION/ OPENING PARAGRAPH</b>	<ul style="list-style-type: none"> <li>▪ I am writing with regard to/in connection with your advertisement in (where).</li> <li>▪ I am writing to apply for the position of (job) as advertised in (where) on (date).</li> <li>▪ I am interested in applying for the job of...</li> </ul>
<b>MAIN PART</b>	<ul style="list-style-type: none"> <li>▪ I have studied/been working for...</li> <li>▪ I am presently working for...</li> <li>▪ I am familiar with/experienced in/ fluent in...</li> <li>▪ At present I am...</li> <li>▪ As you can see from my curriculum vitae,...</li> <li>▪ I believe I am suitable for the position of...</li> <li>▪ I consider myself well-qualified for the position of...</li> <li>▪ Although I do not have a lot of experience in this field, I feel that I can...</li> </ul>
<b>CONCLUSION/ CLOSING PARAGRAPH</b>	<ul style="list-style-type: none"> <li>▪ I hope my application will be taken into consideration.</li> <li>▪ I would be grateful if you would consider my application.</li> <li>▪ You will see from my CV that two people can be contacted as references.</li> <li>▪ If you feel that my qualifications meet your requirements, I am available for an interview in.../by phone any weekday afternoon, and you can email me or telephone me on the number below.</li> <li>▪ I am available for an interview at your convenience.</li> <li>▪ I enclose (in a letter)/have attached (in an email) a copy of my CV outlining my qualifications and experience.</li> </ul>
<b>ENDINGS</b>	<ul style="list-style-type: none"> <li>▪ I look forward to hearing from you.</li> <li>▪ I look forward to your reply.</li> <li>▪ Yours faithfully(,) (when the letter starts Dear Sir/Madam)</li> <li>▪ Yours sincerely(,) (when the letter starts Dear Mr/Ms Jones)</li> </ul>