

Letters of application

A letter of application is a written request for a job, a place at a college or university, or a scholarship or grant. Letters of application are often written in reply to advertisements. They are written in a formal style and contain relevant personal information about the applicant.

So how to start writing an application? And how to address the person you are writing to?

If you don't know the name of the person, start with *Dear Sir* (for a man), or *Madam* (for a woman), or *Dear Sir or Madam* (if it could be either).

If you are given a name, use it in full, for example *Dear Mr Banks*.

Each paragraph should have a clear topic and purpose.

In the first paragraph, clearly state your reason for writing. Refer to the advertisement, if appropriate, and say why you are writing. Give relevant information to support your application. Remember that you will need to convince the target reader that you are the best person for the job.

Use the middle paragraph to explain the details, beginning a new paragraph for each main point.

Support the application with relevant personal information.

How about the final paragraph? Are you sure how to finish your application?

In the final paragraph, sum up and/or say what action you want to be taken.

If you have included a name at the beginning, finish with *Yours sincerely*. Otherwise, write *Yours faithfully*. The endings are followed by a comma. In both cases, sign your full name.

You can look through these two websites, which I found useful. They are both clearly organized and helpful.

<http://www.askoxford.com/betterwriting/successfulcv/application/?view=uk>

http://owl.english.purdue.edu/handouts/pw/p_appletr.html

The important part of your application is your CV. You must attach it to your application.

Let's go through instructions how to write a CV

<http://www.youtube.com/watch?v=hyF7PqsM1Pw&feature=related>

To know more about CV writing and the importance of it have a look at the website below.

<http://www.videojug.com/interview/cvs-explained>

Listen carefully and then answer the questions that you can read and hear in the recording.

- 1 What is a CV?
- 2 How often do I need to update my CV?
- 3 I'm looking for work. Do I need a CV?
- 4 I'm not currently looking for work. Do I need a CV?
- 5 Can I pay to someone else to write my CV for me?

Practice

Grant application

Read the advertisement.

Do you want to improve your English?

Cultural Exchange is offering 25 students the chance to study in Britain for one month this summer absolutely free. Grants will cover fees, accommodation with a family, and travel costs. Applicants must be 16 or over and have a reasonable command of English.

Apply in writing to:

The Director
Cultural Exchange Programme
16, George Street
Glasgow G45 5DJ

Now read the letter of application.

The writer has sometimes used inappropriate words and language which is too informal. Rewrite the letter, suggest improvements to the parts **in bold**.

Dear **Director**,

I saw your **ad.** in **the paper the other day** and I **want to ask** for a grant to study in Britain for one month this summer.

I'm 16 and have been studying English **for ages, well 5 years.** I'm taking the **First Cert.** in June and, if I **get it**, I **want** to study for a higher exam next year. I've never had the **chance** to get abroad before and **it'd be absolutely fantastic** to be able to improve my English and learn about the British way of life at the same time.

I hope you will **give me a grant.**

Write back soon.

Yours sincerely,

Federico Accini

Rewritten letter of application

Dear **Sir or Madam**,

I saw your **advertisement in the (name of newspaper) on Friday** and I **would like to apply** for a grant to study in Britain for one month this summer.

I am sixteen years old and have been studying English **for 5 years**. I am taking the **First Certificate examination** in June and, if I **pass**, I **would like** to study for a higher exam next year. I **have** never had the **opportunity** to get abroad before and **it would be wonderful** to be able to improve my English and learn about the British way of life at the same time.

I hope you will consider **my application**. I **look forward to hearing from you soon**.

Yours faithfully,

Federico Accini

Adapted from:

Haines, Simon. Stewart, Barbara. *New First Certificate Masterclass*. Oxford: OUP, 1997, pp. 182

The web sites below can help you write your homework:

<http://portal.mpsv.cz/eures>

<http://www.europass.cz/>

CV defined transcript)

What is a CV?

CV stands for curriculum vitae. A CV is a document, ideally two pages long, which gives a future employer a history of what you've done in the past. A curriculum vitae would look at your previous work experience, your education and your hobbies and interests.

How often do I need to update my CV?

It's important that you keep your CV as up-to-date as possible. If you change jobs, make a note of it on your CV. If you've just finished another qualification, make sure you note it on the CV also.

I am looking for work - do I need a CV?

If you're looking for work, it's absolutely imperative that you provide a CV to your future employer. They need your CV to know exactly what you've done in the past, so that they can make a judgment about employing you.

I'm not currently looking for work - do I need a CV?

Even if you're not looking for work currently, it's a good idea to keep your CV up to date. Keep it on file somewhere, just make sure that it's up to date just in case your circumstances change and you decide to look for work.

Can I pay someone else to write my CV for me?

There are several very good companies out there that can provide a very good CV writing service for you. What I would suggest you do is have a look on the internet where there are several very good examples you will be able to find.