

Work

Writing task: A letter of application

Read the advert for an international expedition, and write your letter of application.

Use the Useful language and *Your Notes* to help you prepare. Write about 350 words.

Ice Adventures offers once-in-a-lifetime opportunities to visit the Arctic and Antarctic to gain a deeper awareness of global environmental issues affecting polar regions.

We are looking for 50 volunteers to join our team of 25 expert explorers, scientists, and conservationists on our summer journey to explore the eastern Canadian Arctic. The expedition will offer participants the chance to engage with remote communities, take part in our wildlife monitoring programme, and visit important cultural and archaeological sites in the region.

Those interested should apply to iceadventures@netwide.ca including the following information:

- Name, age, nationality
- Languages spoken (and level of proficiency)
- Education and work experience (where applicable)
- Experience in working outdoors or in extreme environments
- Your reasons for wanting to take part in the expedition and the skills you can bring to the team
- What you expect to gain from the experience



Follow this structure

- Introduce yourself and give the background information indicated
- Talk about relevant experience (you can invent information here if necessary)
- Talk about why you're interested, what you can offer, and what you hope to get from the experience
- Close your letter politely

Tip Make sure you include answers to all the points in the advertisement. Try to adopt a semi-formal style, and remember to stress why you should be chosen.

Check it! Read your text and check to see you have used appropriate expressions for this type of letter. Also check if the purpose of each paragraph is clear.

Useful language

Useful phrases

Starting your letter

- I am writing to apply to + infinitive / for + noun
- I am writing in response to your advertisement for ...

Introducing yourself and talking about your studies / work experience

- I am a (20) year old (Canadian) citizen ...
- I am student ...
- I am a graduate in ...
- I have experience as a ...
- I have worked as a ...
- As you will see from my CV...
- I have a range of experience in ...
- I was in charge of / responsible for ...

Reasons for wishing to take part & talking about your suitability

- I am looking for ...
- I feel ... would make me an ideal candidate / have a real contribution to make

Closing your letter

- I would be grateful if you could send me information about ...
- Should you require / If you require any further information ...
- I look forward to hearing from you.

Useful vocabulary

- severe cold
- sub-zero temperatures
- trekking
- dog-handling
- teamwork
- decision-making
- taking responsibility

Work

Writing task: A letter of application



Useful language

Useful phrases

Starting your letter

- I am writing to apply to + infinitive / for + noun
- I am writing in response to your advertisement for ...

Introducing yourself & talking about your studies / work experience

- I am a (20) year old (Canadian) citizen ...
- I am student ...
- I am a graduate in ...
- I have experience as a ...
- I have worked as a ...
- As you will see from my CV...
- I have a range of experience in ...
- I was in charge of / responsible for ...

Reasons for wishing to take part & talking about your suitability

- I am looking for ...
- I feel ... would make me an ideal candidate / have a real contribution to make

Closing your letter

- I would be grateful if you could send me information about ...
- Should you require / If you require any further information ...
- I look forward to hearing from you.

Useful vocabulary

- severe cold
- sub-zero temperatures
- trekking
- dog-handling
- teamwork
- decision-making
- taking responsibility

