**APPLICATION LETTERS** : Read the online application letters and write down some useful sentences (try to find at least 2 or 3 different examples for each  box) : http://www.prismnet.com/~hcexres/textbook/applic.html

|  |  |
| --- | --- |
| **Salutations** | -Dear Mrs. Lesser  -Dear Sir or Madame  -Dear Personnel Assistant |
| **Introduction** | -I am writing in response to your ad in…for a position listed as…  -I am writing about your newspaper ad in…concerning your need for an experienced programmer…..  -Please consider me as an applicant for the position of…  -I am writing in regard to your newspaper ad in… |
| **Experience** | -During the past five years, I have gained valuable experience in various types of..  -Concerning my related experience, I have been employed as a…  -As for my experience with database programming, |
| **Education** | -I am currently in the process of completing my Associate Degree in…  -My education includes a B.S. in Zoology with honors, and two years of medical school  -In December 1995, I will receive an Associate degree in…  -Through these studies, I have gained in-depth knowledge of many scientific subjects which include |
| **Wrap up** | -I look forward to having the opportunity to further discuss my qualifications with you.  -Enclosed is a resume that provides more detail about my background.  -You can reach me at…  -Enclosure: resume  -Sincerely yours,  -Sincerely |

Dear sirs,

*1st paragraph*

I’m writing in response to….

I’m a 3rd year student at the Engineering school at the University of Rennes 1 and I will graduate in…

*2nd-3rd paragraph*

I’m very interested in this position because…

I’m convinced that….

As my CV points out,….

I would like to take advantage of this job because…

*Final paragraph*

Please find enclose my CV/Résumé

I’m confident that my qualifications will be of interest to you…

I hope very much you will grant me with the opportunity of an interview…

Yours sincerely…