

B2 First Writing / Job application letter



There is often a **job application question** in Part 2 of the Writing exam. If you want to write a letter of application, you need to do some **homework** before the exam because letters of application **always** contain **similar sentences**.

Start (examples)

I am writing to apply for the position of (job title) which I saw advertised in (newspaper) / on (website).

I am interested in the post of (job title) and would like to apply.

I believe I am a good candidate for this job because of my experience.

End (examples)

If you need any more details, please do not hesitate to contact me.

I enclose my CV and am available for interview at any time.

I look forward to hearing from you.

What you need to do is **memorise these sentences** so that you can use them in the exam. As a result, you won't need to worry about the start and end of your letter and you can focus on the middle paragraphs, which are the ones in which you answer the points in the question.

Here are some phrases which introduce positive things about yourself in the main body:

After many years of...,	I am a trained...	I am keen on
I am particularly interested in this job due to...		I am/ would be able to...
I have (a lot of) experience of...	I have (good) knowledge of...	
I have qualifications / a qualification in...		I have had training in...
I have a good command of...	I have a passion for...	
I have always been interested in...	I have always wanted to...	I have completed...
I have detailed knowledge of...	I have leadership / good communication skills	
I have shown my ability to... by/ through...		I'm an expert in...
I'm good at...	I'm passionate about...	My ambition is to...
People generally describe me as...		

Phrases from: <https://www.usingenglish.com/files/pdf/fce-first-certificate-in-english-writing-application-letter-tasks.pdf>

Importantly, if you use the sentences correctly, it will help your Language mark because it's high-level vocabulary. In addition, it's polite, formal English, and this will help your Communicative Achievement (CA) mark.

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How to start and end a **letter**

If the question gives you a **name**, use it:

(start) Dear Mr Smith,

(finish) Yours sincerely,

No name:

(start) Dear Sir / Madam,

(finish) Yours faithfully,

How to start and end an **email**

If the question gives you a **name**, use it:

(start) Dear Mrs Fry, or Hello Mrs Fry,

(finish) Yours sincerely, or Best wishes,

No name:

(start) Dear Sir / Madam,

(finish) Yours faithfully, or Best wishes,

Here's a job application question:

You see this advert on a jobs website. Write a letter applying for the job:

Assistants wanted

Summer sports camp for five- to sixteen-year-old children requires assistants.

You need to be able to play different sports, speak English well and have experience of looking after children.

In the **middle paragraphs** you have to **answer the question**. In this question, there are three points:

1. the sports you can play
2. your level of English and
3. your experience of looking after children

A very important point to note is that **you don't have to tell the truth**. If you're **bad at sports** and **have no experience of looking after children** in real life, **don't write this** in your letter because your **Content mark will be lower than 5**. You need to answer the question in full. Invent any details you want. **Use your imagination**.

Answer the three points in full:

1. list the **sports you can play** and **how well** you can play them;
2. describe **the level of your English**;
3. describe **your experience of looking after children**; write that you're a babysitter or that you worked at a similar sports camp last year.

Conclusion

With a **strong start and finish**, and two or three paragraphs in the middle which **fully answer the question**, you're guaranteed **5 for Content** and you should get a good score for **Communicative Achievement** as well.