

Work Experience

W20008

Academic Year: 2011/2012

Study 4 – Business Letter

Application Letter Writing

Write a letter of application to a prospective Work Experience employer. *Write a substitute business letter to...*

Mr P. Jenkinsop

Manager

Kilworth Plastics

Kilworth

Co. Cork

... seeking employment temporarily for the duration of your work experience. You are seeking experience working in a computerised office environment to assist you in achieving your FETAC Level 5 award in Information Technology from this College.

Use Business Letter Tutorials from The Internet and what you have learned about letter writing in Communications & elsewhere to learn how to format the letter appropriately.

Follow this guideline structure:

Briefly identify yourself and why you are writing to the company. Expand your message in the next paragraph. Outline what you want from the company in another paragraph. Proceed quickly to end (inviting a response) with a short final paragraph. Use a suitable complimentary close.

Provide appropriate details including dates, return addresses etc. Put addresses, dates *etc* on the LHS.

Guidelines

- The completed letter should be attractively formatted and spaced well using standard formatting.
- The assignment should be submitted on paper with cover sheet using the submission box in Room 15. Ensure the assignment is officially date stamped and signed first.
- Failure to submit will not necessarily yield a verbal or written reminder. Submission of the assignment is *your* responsibility.
- The deadline for this assignment is: **11:00, Monday, 27-02-2012**