

Work Experience

W20008

Academic Year: 2009/2010

Preparatory Study 4 – Business Letter

This is intended to be a brief assignment.

Application Letter Writing

Write a letter of application to your prospective Work Experience employer. *If you have not determined a suitable place for this yet, or have already placed yourself, 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.

Provide appropriate details including dates, return addresses etc.

Guidelines

- The completed letter should be attractively formatted and spaced well on an A4 page.
- The letter should be standard formatted (see sheet on 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.
- The assignment should also be submitted electronically by attachment using the filename **PreparatoryStudy04.odt** in an email with the subject line **WXP04** to **fachtna@fachtnaroe.net**
- 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: **15:15, Thursday, 29-01-2010**