

## LETTER STRUCTURE

**Paragraph 1** - state clearly why you are writing and where you saw the job advertised.

- I would like to apply for the post of ... as advertised in today's issue of ..
- With reference to your advertisement in ... on ..., I am writing to apply for the position of ...
- I would like to apply for the above post (of Trainee Manager) as advertised ...

**Paragraph 2** - give a little information about your qualifications and experience. Make sure the information you give is relevant to the job that you are applying for.

- As you can see from my enclosed CV, I have worked in my present position for five years. During this time I have gained invaluable experience in ...
- I am currently a student at HKPU studying ..... I am due to graduate in..... Although I have been studying full time, I have had a number of summer jobs which have helped me to gain experience in ...
- My experience over the past two years has been at the managerial level, where I have had responsibility for ...

**Paragraph 3** - say why you believe you are suited to the job and what you can offer the company. Those currently employed can state the reason for wishing to change their present job. However, you should not sound critical of your present employer.

- I am currently working as a receptionist in ...The reason for my seeking a new position is that I wish to pursue a secretarial career. Unfortunately, there are no openings for advancement in my present employment.
- For the last two years I have been working as a receptionist in ...Unfortunately the company is moving its main offices overseas and I have therefore decided to look for a new position. I believe that the experience I have gained in ... has given me the qualities you are looking for ...
- I believe I would be an asset to your company. I will be able to bring with me my experience of ... which I believe would be useful in this position ...
- I feel that my ability to ... will help/enable me to ...

**Paragraph 4** - tell the reader when you are available for an interview and how to contact you.

- I would like to have the opportunity to talk to you further about my application. I am available for interview at any time and I can be contacted at/on ...
- I am available for an interview at any time but would appreciate two days' notice. I can be contacted on/at ...I look forward to hearing from/meeting you soon.
- As requested in the advertisement, I enclose a copy of my resume together with a recent photograph. I look forward to meeting with you to discuss my application further. I am available ... and can be contacted on/at ...

Now write a letter of application for one of the jobs from the previous unit, using the following structures: "response, suitable, to conduct, to coordinate, to provide, responsible, available, look forward"