

WRITING GUIDE

E-mail application

Structure and layout:

From: ... (own e-mail address)
To: ... (the recipient's e-mail address)
Subject: ...

Salutation:

Dear Mr/Ms Brown (recipient known)
Dear Sir or Madam (recipient unknown)

Introduction:

- Start the body of the email with a capital letter.
- Give a reason for writing.
- Say how you heard about the job.

Main part:

- Summarize your experience, skills and qualifications.
- Show that you have the skills asked for in the job advertisement.
- Say what you can do for the company, *not* what they can do for you.
- Outline what makes you different from other candidates.

Conclusion:

- Offer the reader more information.
- Ask for an interview.

Close:

Yours sincerely (recipient known)
Yours faithfully (recipient unknown)

Your name

Phrase bank:

Introduction:

I am writing to apply for the job/ the position of ..., as advertised in
I am writing in response to your advertisement for the position of ...
I am very interested in because ...

Main part:

I have worked as for ... years.
I am currently studying at....
As a student at a technical college specialising in ..., I believe I am a strong candidate for ...
As you request, I have ...
You specify that you are looking for someone who
In particular, I can offer ...
I am familiar with ...

Conclusion:

If you need any further information, please do not hesitate to contact me.
I have attached my CV and look forward to the opportunity of meeting you in an interview.
I am available for an interview at any time.
I look forward to meeting you and discussing these matters in an interview.
I would very much like the opportunity to meet you personally to discuss my application further.
I look forward to hearing from you.

Dear Ms Ross,

I am writing to apply for the position of assistant at the International Student Fair this summer, as recently advertised in the press.

I have recently begun an undergraduate course in chemistry at the university here, after carefully considering a number of possible higher-education institutions. I therefore feel I have some relevant experience, and I would very much like to pass this on to others.

In addition, over the last twelve months I have done a considerable amount of voluntary work, in particular with inner-city youth groups. I have always felt that the most rewarding kind of job to have is one that involves helping others.

As most of my work with the youth groups took place between 6 and 8 pm I am quite accustomed to working in the evenings. I would, however, be grateful if you could tell me which days and at what times I would be required to work, if I were offered the post.

I enclose my curriculum vitae, and I look forward to receiving your reply.

Yours sincerely,

Maria Karalis