

Letter of application

- *Your full address and e-mail*

House number, street

City, index

E-mail

date

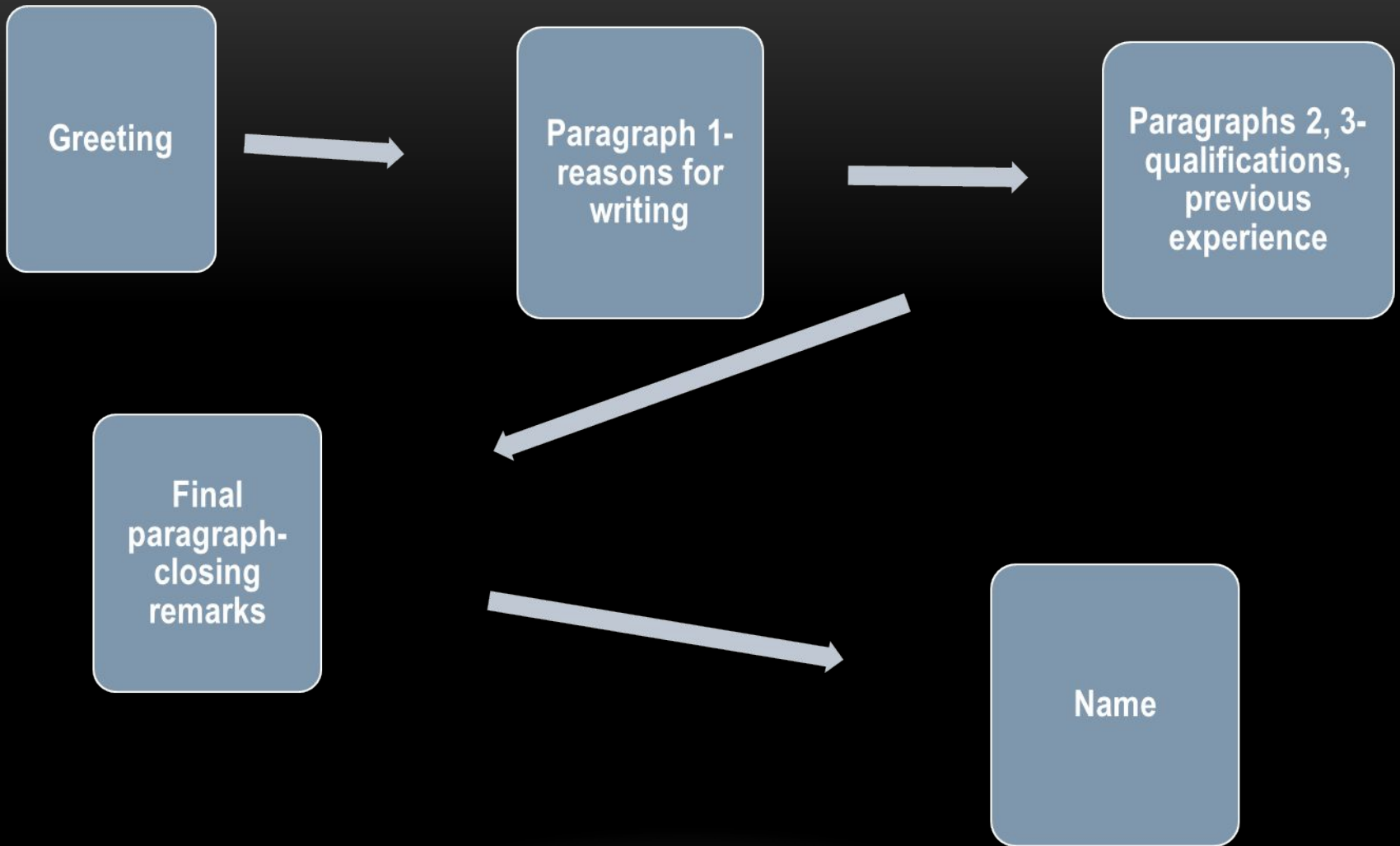
- *The position or the name of the person who you are writing to and the name of the organization*

Position [name]

Organization

Address

City, index



GREETING

- ***Dear Sir/Madam*** – if you don't know the name
 - ***Dear Mr/Mrs/Ms*** – if you know the name
-

1 PARAGRAPH[WHERE DID YOU HEAR ABOUT THE JOB?]

- I'm writing in reply to your advertisement in...
 - I'm writing to reply for the post/position of...which I saw advertised in...
 - I'm writing with regard to your advertisement for...
-

2 PARAGRAPH [EXPLAIN WHY YOU ARE SUITABLE FOR THE POSITION]

- Describe your skills and abilities necessary for this job

3 PARAGRAPH

- Describe your previous experience
 - Suggest ways of getting in touch with you
-

THE ENDING

- I attach [enclose] my CV for your consideration
 - I would appreciate a reply at your earliest convenience
 - I would be glad to attend an interview at any time convenient to you [I would be available for an interview at any time]
 - I look forward to hearing from you [I will be happy to hear from you]
-

THE ENDING

- ***Yours faithfully*** – if you don't know the person's name

Yours sincerely – if you know the person's name

- Your signature
- Your full name printed underneath