

# 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***

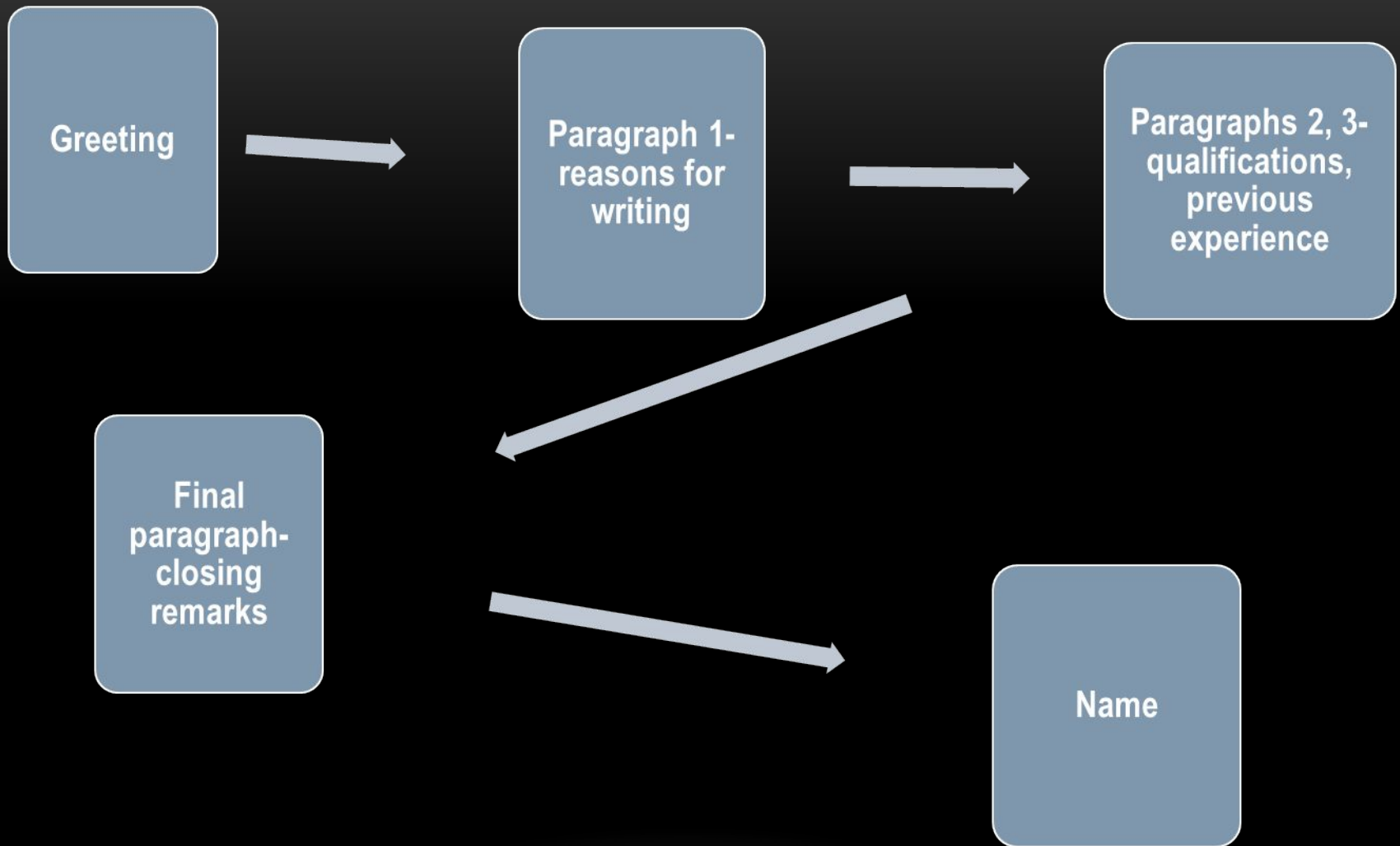
Position [name]

Organization

Address

City, index

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# 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]
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# ***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