Section

WRITING A FORMAL LETTER – JOB APPLICATION

Formal Letters

Read the advertisement for a job.

Penelope is interested in the job. Read the information about her and complete her letter.

Name: Penelope Smith

Age: 27

Address: 6 Botley Road, Oxford OX6 5PP

Present Job: Tourist Guide Last Job: Hotel Receptionist Languages: French, Spanish





Study the organization of Penelope's letter.

The name and address of the person you are writing to go here.

The date goes here.

We begin all letters, both formal and informal, with Dear...

We use Ms. Mss. or Mrs for a woman. We use Mr for a man.

We do not use short forms (I'm, he's, it's, they're) in formal letters.

Mary Gilmer **Director** The Oxford International School 16 College (2) _ Oxford OX2 7PT

August 24

I am interested in the job of _____(3) in your school. I _____(5) in Oxford. At

Dear Ms. Gilmer

the moment I _____ (6) guide, but last year I_____ (7) a hotel receptionist. I_____(8) working with people very

much and I _____ (9) speak two _____ (10), French and Spanish. I can also _____(11) a computer. I

_____(12) born in Oxford, so I know it very well. I look forward to hearing from you.

Yours sincerely

Penelope Smith

We end formal letters with Yours sincerely.

Sign the letter and print your name.

Look at the advertisement for another job and write a similar letter on the third page.

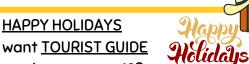
Oxford OX6 5PP

6 Botley (1) _____

Paragraph 1 Introduction

Paragraph 2 The main part of the letter

Paragraph 3 Ending



• Are you over 18?

- Do you like talking to people?
- Do you know your town well?
- Can you speak English_
- Are you free from July to September?

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Section

WRITING A FORMAL LETTER - JOB APPLICATION

Formal Letters

Read the advertisement for a job.

-ANSWER KEY-

Penelope is interested in the job. Read the information about her and complete her letter.

Name: Penelope Smith

Age: 27

Address: 6 Botley Road, Oxford OX6 5PP

Present Job: Tourist Guide Last Job: Hotel Receptionist Languages: French, Spanish





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The name and address of the person you are writing to go here.

Mary Gilmer

Director

The Oxford International School

16 College (2) Street____

Oxford OX2 7PT

6 Botley (1) Road_ Oxford OX6 5PP

The date goes here.

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We use Ms. Mss. or Mrs for a woman. We use Mr for a man.

We do not use short forms (I'm, he's, it's, they're) in formal letters.

August 24

Dear Ms. Gilmer

I am interested in the job of <u>receptionist</u> (3) in your school.

I <u>am twenty-seven</u> (4) years old and I <u>live</u> (5) in Oxford. Introduction

At the moment I am a tourist__ (6) guide, but last year I_Was

(7) a hotel receptionist. I__<u>like</u>____(8) working with people

very much and I ____an___ (9) speak two

<u>foreign language</u> (10), French and Spanish. I can also

use (11) a computer. I <u>was</u> (12) born in Oxford, so

I know it very well.

I look forward to hearing from you.

Yours sincerely

Penelope Smith

We end formal letters with Yours sincerely.

Sign the letter and print your name.

Look at the advertisement for another job and write a similar letter on the third page.

Students' answer only

Paragraph 3 Ending

Paragraph 1

the letter

Paragraph 2

The main part of



HAPPY HOLIDAYS want TOURIST GUIDE

• Are you over 18?

- Do you like talking to people?
- Do you know your town well?
- Can you speak English_
- Are you free from July to September?

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Section

Score



WRITING A FORMAL LETTER JOB APPLICATION

Practice writing a formal letter here.

Read the advertisement for a job.

Look at the advertisement for another job and write a similar letter

-ANSWER KEY-



HAPPY HOLIDAYS want TOURIST GUIDE

- Are you over 18?
- Do you like talking to people?
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- Can you speak English_
- Are you free from July to September?

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)	POLAND
	POLAR



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Dear		
l		 ··
	_ years old and I	
	· 	

_____ and I _____ speak _____

_____. so l _____.

Paragraph 1
Introduction
Paragraph 2
The main part of
the letter

Paragraph 3 Ending

We end formal letters with Yours sincerely.

Sign the letter and print your name.

Yours _____

._____ born in

I look _____to _____.

