

Name _____

Date _____

Section _____

Score _____



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.

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

6 Botley (1) _____
 Oxford OX6 5PP

The date goes here.

August 24

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

Dear Ms. Gilmer

Paragraph 1
Introduction

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

I am interested in the job of _____ (3) in your school.
 I _____ (4) years old and I _____ (5) in Oxford. At 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.

Paragraph 2
The main part of the letter

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

I look forward to hearing from you.

Paragraph 3
Ending

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.

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?

Happy Holidays



Name _____

Date _____

Section _____

Score _____



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



Study the organization of Penelope's letter.

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.

August 24

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

Dear Ms. Gilmer

I am interested in the job of receptionist (3) in your school.
 I am twenty-seven (4) years old and I live (5) in Oxford.

Paragraph 1
 Introduction
 Paragraph 2
 The main part of the letter

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

At the moment I am a tourist (6) guide, but last year I was (7) a hotel receptionist. I like (8) working with people very much and I can (9) speak two

foreign language (10), French and Spanish. I can also use (11) a computer. I was (12) born in Oxford, so

Paragraph 3
 Ending

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

I know it very well.

I look forward to hearing from you.

Yours sincerely

Signature
 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

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?



Happy Holidays



Name _____

Date _____

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–

Name: _____
 Age: _____
 Address: _____
 Present Job: _____
 Last Job: _____
 Languages : _____

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?

Happy Holidays



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...

Dear _____

I _____

I _____ years old and I _____ in _____

At the moment I _____, but _____

_____ and I _____ speak _____

_____ I can also _____

_____. I _____ born in _____

_____, so I _____

I look _____ to _____

Yours _____

Paragraph 1
 Introduction
 Paragraph 2
 The main part of the letter

Paragraph 3
 Ending

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.

We end formal letters with Yours sincerely.

Sign the letter and print your name.

