Proficiency Writing Part 2:
Letter of Application layout and stencil

Dear Sir or Madam, / To whom in may concern,
Paragraph 1:

I am writing in response to your advertisement in _____ **(name of publication from task).** I am interested in applying for the position of _____ **(name of job)**

Paragraph 2:

As you will see from my attached CV, I have spent the last _____ **(number)** years at _____ **(workplace).** During this period I was promoted from _____ **(low level job)** to the position of _____ **(high level job).** I was responsible for _____ **(verb in gerund)** and _____, as well as _____ and _____. I had the privilege / opportunity to learn / improve / develop _____ and _____. **(skills)**

Paragraph 3:

Given the experience I have acquired at _____ **(workplace),** I consider myself well-equipped to respond to the challenge of working in your _____. I feel I have the necessary personal qualities to deal with the demands of the post. For instance, I see myself as a _____ **(adjective)** person who works well under pressure. My experience working with _____ **(people / animal / computers etc.)** at _____ **(workplace)** has helped me to be more _____ **(adj)** and _____ **(adj).**

Paragraph 4:

(Option 1) I would therefore be grateful if you could consider my application. I am available for interview between the _____ and the _____ of _____ (date). I look forward to hearing from you.

(Option 2) Taking all this into account, I hope that you will consider my application. I am available for interview between the _____ and the _____ of _____. I look forward to hearing from you.

(Option 3) Thank you for taking the time to read my application, I hope you will consider me for the post. I am available for interview between the _____ and the _____ of _____. I look forward to hearing from you.

Yours sincerely / Yours faithfully,

Name

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Rev: 10/01-01-17