Writing exercise

Letter of application

You have resigned your previous job because there were no promotion prospects and no satisfactory salary. You have fluency in English and a diploma from the University of Commerce in Athens. Write an application letter and a full curriculum vitae for the post of the Chief Accountant in the ‘Cargo Shopping Co’ who have advertised in the ‘Morning News’.

Use an address of your own for the company.

Use the following layout.

Dear ………………….,

I am writing this application letter with reference to ……………………………………………………………

………….. and I would be grateful if you would consider my application.

I enclose my CV, where you will find information about my qualifications. I have ………………….

……………………………………………………………………………………….. and ………………………………………………

I also have …………………………… working experience in the field.

I consider myself to be a ………………………………, ………………………………….., ……………………………… and ……………………………. person, so I think that ……………………………………………………………………..

………………………………………………….. for the job.

I am anxious to hear from you hoping for a favourable consideration of my application.

Yours …………………

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The following words may help you.

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| advertisement post diploma sociable hard-working reliable efficient excellent suitable |