



A job application letter (cover letter)

ACTIVITIES

- 1 Read the letter and answer the following questions.
 - 1 How does the letter start? What salutation is used? Why?
 - 2 What information is given in the opening paragraph?
 - 3 What information does Jane give in the main body?
 - 4 Consider the closing phrase ("Yours faithfully"). Would "Yours sincerely" be appropriate in this type of letter? Why?

450, Goulden Road,
Manchester
United Kingdom

Lookers PLC,
Manchester
United Kingdom

20th June 2020

Dear Sir or Madam,

In response to your advertisement in jobcentreguide.co.uk, I am writing to apply for the position of Social Media Manager.

My name is Jane Bingley, I am 30 years old, I have a bachelor's degree in digital media from Northern University and four years' experience as a social media assistant at Global World. During my time at the company I have learnt how to use different types of social media, such as Facebook, Instagram and Twitter. This year, in particular, I have been responsible for managing the company's Instagram account and, thanks to my work, our numbers have increased by 40 percent. I found this experience so rewarding that I would like to have an opportunity to pursue my career in this field.

Furthermore, I am a positive and patient person. I enjoy working with like-minded people and I am ready to take on a management position in your company. I feel I would be suitable for the job you offer and I know I will contribute to taking your social media presence to a high level.

Thank you for your attention and for considering me for the position. I have included my CV and I am available for a job interview whenever it is convenient for you.

I look forward to your reply

Yours faithfully,

Jane Bingley



2 You are looking for a summer job. Use the following expressions to write your own letter.

Useful expressions in formal letters

Opening paragraphs

I am writing to request/inquire about

With reference to your request for

I have just read your advertisement in which you and I am writing to..

In response to your advertisement in I am writing to apply for the position

Main body

My name is and at present I am working/ attending high school where I am studying ...

I would like to be considered for the position/job as I ...

Even though I have no direct experience in this field, I feel I would be suitable for the job...

I think I am the right person for the job because.../I have the right knowledge and experience that is needed for...

The first thing I would like to know/ask is ...

Could you let me know ...

Would you please .../would it be possible ..?

In your advertisement you mention ... and I wonder if you could possibly tell me/give me information about ...

I would be able to start immediately ...

I am available on ...

Final paragraph

I would like to thank you in advance for your attention

I look forward to your reply/to hearing from you soon

If you have any further questions, please to not hesitate to contact me

