

23 Preston Road
Peterborough PE1 4PU
27 May 2009

Human Resources Manager
Cambridge Summer Camp
St John's Lane
Cambridge CB14 4SF

Dear Sir or Madam,

I am writing in response to the advertisement for a Group Leader, which appeared on the website www.student-summer-jobs.co.uk on 25 May. I would like to be considered for the position, and I enclose a copy of my CV.

I believe I am suitable for the post because I have experience of organizing activities for children. As you will see from my CV, I am a member of a drama group which organizes workshops and shows for under-10s. I have studied Spanish for five years, and have been to Spain several times, so I also have the necessary language skills.

I am suitable for the post because I am sociable and hard-working. I am also a good leader and I get on well with children of all ages.

I am available to start work at the end of June and I would be happy to attend an interview.

I look forward to hearing from you.

Yours faithfully,

Sally White

Sally White

Structure

Paragraph 1	Opening paragraph Say why you are writing and where you saw the job advertised.
Paragraph 2	Education and experience Talk about your education and relevant work experience.
Paragraph 3	Personal qualities and skills Describe your personal qualities and skills. Explain why these qualities and skills would help you to do the job well.
Paragraph 4	Closing paragraph Say when you are available to start work, offer to go for an interview and close your letter.

Content

- Use formal language.
- Do not use contractions.
- Use modals such as *would*, *should*, *could*.
- Do not use colloquial language.
- Always give a clear reason for writing.
- Link sentences with *and* / *but* / *because*.
- Divide the letter into clear paragraphs.

Your address
The date
Title and address of the person you are writing to
Greeting
Your reason for writing
Your education and experience
Your personal qualities and skills
Use appropriate closing expression

Task

Group Leader wanted for Cambridge Summer Camp

Must speak English and at least one other European language (preferably Spanish), and get on well with children and young people. Experience in organizing drama activities an advantage. Applications should be sent to Cambridge Summer Camp, St John's Lane, Cambridge CB14 4SF. (From: www.student-summer-jobs.co.uk, 25 May 2009)

Useful language

► Useful Linkers, page 95

Greetings

If you do not know who you are writing to: Dear Sir or Madam,
If you know the person is a man, but not his name: Dear Sir,
If you know the person is a woman, but not her name: Dear Madam,
If you know the person's name: Dear Mr / Mrs / Ms / Miss (+ name),

Explaining the reason for writing

I am writing because ...
I am writing in response to ...
I am writing to (enquire / apply for / ask about / complain about / request) ...

Asking for information

I would be interested to (know / find out) ...
I wonder if you could (send me / tell me / let me know) ...
I would be grateful if you would ...

Describing skills and experience

As you will see from my / the enclosed CV, ...
I am suitable for the post because ...
I have experience of (+ *gerund*)
I would describe myself as (+ *adjective*)

Enclosures

I enclose ...
Please find enclosed ...

Sequencing

First of all, ... Firstly, ... Secondly, ... Thirdly, ... Finally, ...

More useful expressions

I would like to point out that ...
I saw your advert in (*newspaper*) / on (*website*)
Please do not hesitate to contact me if you require any further information.
I have a few queries regarding ...

Closing expressions

I look forward to your response. I am available to ...
I look forward to hearing from you soon. I would be happy to attend an interview.

Finishing the letter

If you used the person's name: Yours sincerely,
If you didn't use the person's name: Yours faithfully,