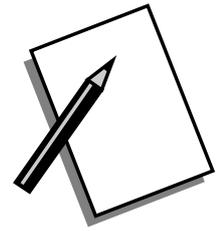


Writing an application letter



When you apply for a job with an application form there is no need to send a letter. If you are sending a CV it is normal to include a covering letter. Sometimes a letter is all you need for a job application. The job advertisement will always tell you how to apply.

A letter for a job application is a very important letter. The way you present the letter is your first introduction to the person who could be your new employer. As luck would have it, there is a standard format for this kind of letter, and this makes the letter much easier to write. There are four basic pieces of information you need to include in a covering letter for a job application.

1. Name the job you are applying for and where you found out about it. For example, name the newspaper where the ad. appeared and the date when it was printed.
2. Include some information about yourself. This is not necessary if you are including a CV.
3. Give the name, address and phone number of two people who will recommend you to the potential employer. It is best if one of these is a personal referee and one is a work referee.
4. State the times when you will be available for an interview.

Below is an example of a covering letter that could be sent without a CV. The arrangement or format of the page should always be the same as this.

3 Mountjoy Drive
Cork
8908907

Handy Motors
Dublin Street
Cork

11/12/03

Dear Sirs,

I wish to apply for the job of mechanic as advertised in the Evening Herald of 9/12/03.

I am 26 years old and have just moved to the area. I am eager to start work and get settled as quickly as possible.

I finished my mechanics apprenticeship 3 years ago and have been working in a busy garage since then. I have an NCVA certificate in Motor mechanics. I am reliable and I like to work hard. I think you would find me a valuable worker.

I enclose the following names as referees:

Mary Murray	Bill Caldwell
Principal	Director
Inver College	CMS Motors
Dublin 7	Dublin 2
01 3453456	01 6786789

I am available for interview at your convenience.

Yours faithfully,

William O'Connor

Comprehension

1. Why is an application letter important?

2. How many pieces of information are needed in a covering letter?

3. How many referees do you need to have?

4. Fill in the missing words in the writing below. The words are in the box below the writing.

Name the ___ you are applying for and where you found out about it. For example, name the _____ where the ad. appeared and the date when it was printed. Include some _____ about yourself. This is not necessary if you are _____ a CV. Give the name, address and _____ number of two people who will _____ you to the potential employer. It is best if one of these is a personal _____ and one is a work referee. State the times when you will be available for an _____.

information	including	referee	interview
job	newspaper	recommend	phone

5. Look up the following words in your dictionary and try to write a sentence using the word.

Referee	potential	job	employer
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Writing letters is an art in itself, although people say it is a dying art. There are two types of letters, formal and informal. A formal letter is the kind of letter you would send with a job application or to the bank manager! An informal letter is a letter you would write to a friend or relation.

In a formal letter there are rules about how the greeting and the goodbye should be written. If you use the person's name, for example, **Dear Santa Claus**, then you should end the letter, **Yours sincerely**, followed by your name.

If you do not know the person's name and you write **Dear Sir** or **Madam**, then you should end the letter, **Yours faithfully**, followed by your name.

Fill in the correct greeting and goodbyes in the following:

1. Dear Miss Marple
Yours _____

2. Dear Sir,
Yours _____

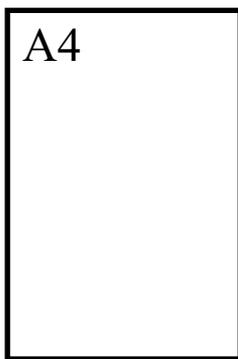
3. Dear Madam,
Yours _____

4. Dear Mr. Sinatra
Yours _____

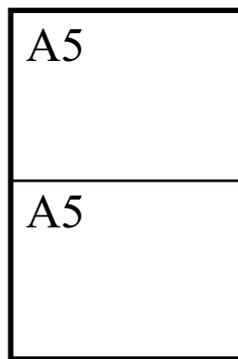
5. Dear Granny

Numeracy

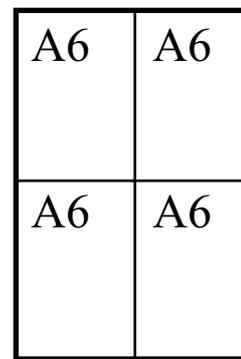
The size of this sheet of paper is called A4. This is the usual size of paper used for typing and in computers. If you fold this sheet in half from top to bottom you get a size of paper that is called A5. If you fold a piece of A5 paper in half from top to bottom you get a sheet of paper that is A6. Try doing this with a piece of A4 paper.



Whole



Half



Quarter

If you look at the pictures you can see that A5 paper is half the size of A4 and A6 paper is a quarter of the size.

1. How would you get A6 size paper?
2. How many pieces of A6 paper would you get out of a piece of A4?
3. If A5 paper is half of A4 paper, what would you call these pieces of A6 paper?

Divide up the circles below into halves, quarters and eighths. To make this easier think about how a clock is divided.

