

## A letter of application

### Example question

You have seen this advertisement in a sports magazine and have decided to apply.

### SPORTS CAMP NEEDS STAFF

We are looking for young people from different countries to help in our summer sports camp for children. We want people who are good at sports, like children and can speak English. Is this you?

Write and tell us why you are the person we are looking for and what you think you will gain from this experience.

Apply to FunCamps now!

Write your **letter of application**. Write your answer in 120–180 words.

### Example answer

Dear Sir or Madam,

I am writing in response to your advertisement for a person to work in your summer sports camp for children.

I would be very interested in this job as I am very keen on sports. I play hockey in my school team and I also do cross-country running. I have played sports for many years and have sometimes helped younger children in my school.

In addition, I enjoy working with younger children, I have younger brothers and sisters and often babysit them when my parents are out. I like playing games with them and teaching them new things. I also speak quite good English and would like the opportunity to practise this more.

As well as having these skills, I think I am the ideal person for you as I am outgoing and sociable and would enjoy working with people and children from different countries. It will help me improve my skills and would enable me to be independent and confident.

I hope you will consider me for this position.

Yours faithfully,  
Sandra Maddox

## Useful language

### Openings:

*Dear Sir or Madam, Dear Mr Austin, Dear Mrs Smith, etc. ...*

### Giving a reason for writing:

*I am writing in response to ...  
I am writing in connection with ...*

### Talking about your skills and experience:

*I am an experienced ...  
I have worked/helped for many years with ...  
I have reached the (x) level of ...  
I have passed ...*

### Talking about your qualities:

*I am hard-working and sensible ...  
I am outgoing and sociable ...  
I like working with people ...  
I am calm and efficient ...*

### Talking about what you would bring to or get out of the job:

*I would like the opportunity to ...  
I would be delighted to ...  
I would be able to improve my ...  
I would very much enjoy ...*

### Closings:

*I look forward to hearing from you.  
I would be grateful if you would consider me ...  
Yours faithfully,  
Yours sincerely,*

### Exam help: Applications

Make sure you:

- organise the order of your information carefully – use the question to help you
- stay on the topic of the application; don't include irrelevant information
- try to use your own words; don't copy words from the question
- don't write less or more than the number of words you are asked for

*make sure you divide our letter into paragraphs*

*use different structures to describe your experience (usually have + verb), your qualities (usually present tense) and what you would like about the job (usually would ....)*

*remember to include reasons why the company should employ you*