

## Task Type: Letter of Application

### Question

You have seen the following job advertisement:

ACTIVITY CO-ORDINATOR WANTED!  
(Weekends)

- Would you like to work with children aged 5-11?
- Do you have lots of energy?
- Are you an excellent swimmer?

Our Children's Club is looking for someone to teach a group of ten children swimming and to do a range of other activities. Please apply to Mrs Sykes saying why you are suitable for the job.

Write your letter of application to Mrs Sykes (around 140-190 words).

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### Writing a Letter of Application / A Cover letter

<b>Opening</b>	Dear Mr Smith/ Dear Mrs Smith (If you know their name) Dear Sir/ Dear madam (If you do not know their name) Dear sir or madam (If you do not know the gender of the recipient)
<b>Paragraph 1: Introduction</b>	- why are you responding to the job advertisement? -which job you are applying for? - where did you see the advert?
<b>Paragraph 2</b>	- Briefly describe yourself and your situation (origin, related knowledge, training and qualifications, previous experience, other skills, positive aspects of your personality /I'm a ...person)  * <i>At present I am .... ( working for./ a student at ..)</i> * <i>I have a reasonable command of .... ( English)</i> * <i>I have a good .... knowledge of .....</i> * <i>I regret I have has no experience of.... ( this kind of work)</i> * <i>For the last (two) years I have been.... ) studying/ working..)</i> * <i>When I was at .. I</i> ... * <i>I very much enjoy.. (working with people/travelling)</i>
<b>Paragraph 3</b>	- Why are you applying for this job? - Why are you a suitable candidate?  * <i>I feel I would be suitable for the job...</i> * <i>I think I would be suitable candidate for... because...</i> * <i>The job would give me the opportunity to... ( get work experience during the summer.0</i> * <i>I have always been interested in (...)</i> * <i>One of the main reasons I am applying for this job is that....</i> * <i>I have a lot of experience of ( dealing/ working)</i>
<b>Closing paragraph</b>	- When and where can you be contacted? - Say that you appreciate that the recipient has read your application <i>Thank-you for considering my application and I look forward to hearing from you in the near future.</i>
<b>Close</b>	Yours sincerely, Adam Brown (+ dear Mr Smith) Yours faithfully, Adam Brown (+ dear sir/ madam)

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