**APPLYING FOR A JOB**

1. Reason for writing:

I am writing to apply for the position/post of ...

I am writing to apply for the job you advertised in ...

I am writing in connection with the job advertisement in ...

1. Education/Qualifications:

I graduated from ... in ...

In secondary school I majored in ... (ex. -English and History-)

I hole a certificate/degree in ...

I have been working as ...

I am currrently (a student/employed) at ...

I have completed the following courses ...

I will graduate this year with ...(a Bachelor of Arts)

1. Work experience:

I have experience of ...

As my references show ...

I feel I have necessary qualities for this job because ...

I am ... (ex. - friendly and hard-working-).

I am a motivated professional with a variety of skills and experience.

I would also like to add ...

1. Closing the letter:

I would be happy to attend an interview at any time convenient to you.

I am available for the interview ...

Please contact me if you have any queries at (0568292974).

If you have any questions, please call me at ...

I enclose a ... (CV/my references).

I look forward to meeting you /hearing from you soon.

Thank you for reviewing my letter and my enclosed CV.

Yours faithfully/Yours sincerely

**EXAMPLE**

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| --- |
| ----------------OPENING  Dear Sir or Madam,  In reply to your advertisement, I wish to apply for the position of \*\*\*\*\*\*\*\*\*\* . The position ties in closely with my qualifications, professional experience and career development goals. |
| ----------------BACKGROUND & WORK EXPERIENCE  I have a degree in \*\*\*\*\*\*\*\*\*\* from the University of \*\*\*\*\*\*\*\*\*\* and I have now been working as \*\*\*\*\*\*\*\*\*\* for a \*\*\*\*\*\*\*\*\*\* company for \*\*\*\*\*\*\*\*\*\* years. I am fluent in English and \*\*\*\*\*\*\*\*\*\* is my native language. |
| ----------------CLOSING  I believe that both my qualifications and work experience make me an ideal candidate for the position you offer and I would very much appreciate the opportunity of an interview to demonstrate my suitability. I am available any day of the week but I would need a week's notice in order to arrange the time off work.  Please find my CV attached .  Kind regards,  ………………. |