ECCE WRITING PLANS

FORMAL LETTER (APPLYING FOR A POSITION)

FORMAT

GREETING *Dear Sir/Madam*

INTRODUCTION

(Tell them why you are writing, and where you saw the advertisement.)

FIRST PARAGRAPH (*Tell them who you are, describe your physical appearance and your character briefly tell them about your interests or hobbies.*)

SECOND PARAGRAPH *(Refer to your qualifications, your previous experience, why you are interested in the job, and what makes you think you are suitable for the position.)*

CONCLUSION *(Tell them that you would appreciate the opportunity to prove yourself, and that you are expecting a reply to your letter.)*

CLOSING *(Yours faithfully and your full name)*

USEFUL EXPRESSIONS

INTRODUCTION

- **I'm writing to apply for the position……which is being advertised in the "voice" magazine.**
- **I saw your advertisement in the "voice" magazine and I'm writing to apply for the position.**

FIRST PARAGRAPH

- **My appearance is, My height is, My hobbies are, My best subject is, etc.**

SECOND PARAGRAPH

- **I'm interested in, I've graduated, I've been working as a…. for, etc.**

CONCLUSION

- **I would appreciate the opportunity to prove myself, I'd be happy to be invited for an interview, I'm looking forward to hearing from you.**

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Question: *You have just read an advertisement in a magazine asking for an experienced Physics teacher at a local high school, and you have decided to apply for the job.*

Write a letter of application.

Dear sir,

INTRODUCTION

(Tell them why you are writing, and where you saw the advertisement.)

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FIRST PARAGRAPH (*Tell them who you are, describe your physical appearance and your character briefly tell them about your interests or hobbies.*)

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SECOND PARAGRAPH *(Refer to your qualifications, your previous experience, why you are interested in the job, and what makes you think you are suitable for the position.)*

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CONCLUSION *(Tell them that you would appreciate the opportunity to prove yourself, and that you are expecting a reply to your letter.)*

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CLOSING

Yours faithfully

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