

### Paragraph 1: Reason for writing

I am writing in response to your advertisement in \_\_\_\_\_ (name of publication from task). I am interested in applying for the role of \_\_\_\_\_ (name of job)

#### Here you have your first paragraph:

I am writing in response to your advertisement in "English Today" magazine. I am interested in applying for the role of language school receptionist.

### Paragraph 2, Relevant experience

The most important thing when applying for a job is your work experience. Invent a fantastic career for yourself! Here is an example paragraph:

#### So here's your frame:

As you will see from my attached CV, I have spent the last \_\_\_\_\_ (number) years at \_\_\_\_\_ (workplace). During this period I was promoted from \_\_\_\_\_ (crap job) to the position of \_\_\_\_\_ (great job). I was responsible for \_\_\_\_\_ (verb in gerund) and \_\_\_\_\_, as well as \_\_\_\_\_ and \_\_\_\_\_. I had the privilege / opportunity to learn / improve / develop \_\_\_\_\_ and \_\_\_\_\_.

As you will see from my attached CV, I have spent the last three years at the International College in Birmingham. During this period, I was promoted from phone operator to the position of receptionist. I was responsible for answering and directing calls, as well as greeting students and resolving technical problems. Moreover, I had the privilege to come into contact with foreign students who helped me improve my spoken and written English.

### Paragraph 3, Personal qualities

This Paragraph is your chance to tell your potential employer why you should get the job. Here is an example:

#### Frame:

Given the experience I have acquired at \_\_\_\_\_ (workplace), I consider myself well-equipped to respond to the challenge of working in your \_\_\_\_\_. I feel I have the necessary personal qualities to deal with the demands of the post. For instance, I see myself as a \_\_\_\_\_ (adjective) person who works well under pressure. My experience working with \_\_\_\_\_ (people / animal / computers etc.) at \_\_\_\_\_ (workplace) has helped me to be more \_\_\_\_\_ (adj) and \_\_\_\_\_ (adj).

Given the experience I have acquired at International College Birmingham, I consider myself well-equipped to respond to the challenge of working in your language center. I feel I have the necessary personal qualities to deal with the demands of the post. For instance, I see myself as a hardworking person who works well under pressure. My experience working with the students at the school has helped me to be more patient and understanding.

#### **4th Paragraph**

In the last paragraph you need to politely ask that they consider your application and say when you are available for interview.

#### **Here are some options:**

I would therefore be grateful if you could consider my application. I am available for interview between the \_\_\_\_\_ and the \_\_\_\_\_ of \_\_\_\_\_. I look forward to hearing from you.

Taking all this into account, I hope that you will consider my application. I am available for interview between the \_\_\_\_\_ and the \_\_\_\_\_ of \_\_\_\_\_. I look forward to hearing from you.

Thank you for taking the time to read my application, I hope you will consider me for the post. I am available for interview between the \_\_\_\_\_ and the \_\_\_\_\_ of \_\_\_\_\_. I look forward to hearing from you.