

Writing Formal Letters

Many of you have most likely written letters to family or friends before. These letters are *informal* letters and there are usually no strict rules to writing them. Writing a letter of application for a job, however, is another matter. A job application is a *formal* letter and when writing formal letters it is necessary to follow some rules. It is a bit like showing good manners when you are among strangers.

When you apply for a job your letter should include the following information:

- where you have seen the advertisement for the vacant position
- your age, sex and nationality (since you are writing in English!)
- why you found the ad interesting
- how you fit the requirements and why you are the right person for the job

Remember:

- where to put the addresses of both sender and receiver
- where to put the date
- a salutation to open the letter (See *Toolbox* p. 00 for help on salutations and closes)
- a phrase of closing
- a formal style and a polite tone
- to inform about enclosures (for example a CV or letters of recommendation)

Kari Olsen is a young, nineteen-year-old Norwegian girl who is interested in working abroad as an au pair in Paris, France. She has found an interesting advertisement in the *International Herald Tribune* and decides to write an application for the job. Her biggest challenge, she thinks, is to try to give as good an impression of herself as possible without sounding like she is bragging. This is her application.

application søknad
manners manerer/manerar
advertisement annonse
vacant ledig
position stilling
requirement krav
receiver mottaker/mottakar
enclosure vedlegg
brag skryte



Write your name and address first

Kari Olsen
Blomsterveien 15
2025 Fjerdingby
Norway

Write the date on the same line as your e-mail address

Tel: (47) 63831719
Mob: (47) 40413956
E-mail: kario@hotmail.com

15 July 2....

Write the name and address of the person you are writing to

Pierre Duval
48 Rue de Lappe
75011 Paris
France

Salutation

Dear Mr. Duval

Center your heading

Application for Position as Au pair

Where and when you read the ad. What you are applying for

I have read your advertisement in the International Herald Tribune, Monday 10 July 2...., and I would like to apply for the position of au pair with your family. I can give the following information about myself.

Personal information. Why you want the job

I am a nineteen-year-old Norwegian girl who has just finished secondary school here in Norway. I am very interested in living abroad and getting to know other cultures. Your advertisement caught my attention immediately as I have long considered working for a year as an au pair. I have briefly visited Paris on a school language trip and I fell in love with the city and the French people. This would be a perfect opportunity for me to improve my high school French and get valuable work experience at the same time in an exciting foreign city.

Relevant experience

I am the oldest of three sisters and since the birth of my twin sisters, I have helped my parents with them. They are now ten years old. I enjoy being with young children and have become quite an expert at organizing and managing birthday parties - among quite a few other things. I also regularly baby-sit the children of two of my neighbours who I am sure would be willing to act as referees.

My second year at high school I spent as a foreign exchange student in Christchurch, New Zealand. This was an invaluable experience that I think has changed me for life. There, as well as here in Norway, I sang in a youth choir. Some of my other interests include cross country skiing and snowboard in the winter, mountain hiking and cycling. I am also very fond of reading so I am never bored. I often read aloud to my twin sisters who say I have a real talent for this.

I have also had a summer job working in a bookstore in my town. I enclose a copy of a letter of recommendation from my former boss. In addition, I have often done volunteer work for the community on different fund raising projects.

Hopefully, my background and interests have equipped me with the necessary qualifications for this job. I am very interested in the au pair job with your family. In your ad you mention that this is a French-American family. How interesting! Please feel free to call me if there is anything more you would like to know. Although my English is better than my French, I would be happy to try to answer any questions in French!

I look forward to hearing from you.

Yours sincerely

Kari Olsen
Kari Olsen

Enclosure

recommendation anbefaling
community samfunn
fund raising pengeinnsamling
equipped utstyrt med

Education and interests

Other work experience

Concluding paragraph

Notice the "ing" form after "I look forward to..."

Closing

Signature

Recommendations etc.

Note the following salutations and closings:

Dear Mr. Duval	Dear Sirs (When you don't have a specific name to write to)
Yours sincerely	Yours faithfully

ACTIVITIES

Writing

Write an application for one of the following jobs. Include all relevant information.

Friday 15 May this year, the following advertisements appeared in the *International Herald Tribune*.

undertake påta seg / ta på seg

marketing manager salgssjef/salssjef

employee ansatt, arbeidstaker / tilsett,

arbeidstakar

profession yrke, profesjon

acquire /ə'kwairə/ tilegne seg / tileigne seg

superior utmerket, førsteklasses / framifrå,

førsteklasses

gooseberry stikkelsbær

piecework akkordarbeid

POSITION AS **CAST MEMBER** AT EURO DISNEY

"Cast Member" is the term used for Disney employees. Euro Disney offers Cast Members from across Europe the opportunity to undertake a wide range of jobs from performer to marketing manager to hotel receptionist, and even firefighter!

We represent:

- 12,200 employees (annual average)
- 500 different professions
- 100 different nationalities
- 19 different languages

Training is a priority. We want to offer each and every Cast Member the opportunity to acquire solid professional skills.

All Cast Members share the same ambition, to bring the Disney magic to every guest through superior customer service. If you are interested in joining us in our mission, send a written application to the following address:

Euro Disney
Employment Services
Marne-le-Vallee
France

Fruit Picking

June/July and September

Fruit Pickers required to pick Strawberries and Gooseberries from early June to mid July, and Plums and Apples in late August, and Apples and Pears for most of September.

Excellent pay (mostly piecework so you can earn lots more than the hourly rate!)

Campsite near farm (and near a pub!).

Please read our website for full information including maps, campsite details, working hours etc.
www.chandleranddunn.co.uk/CasualFruitPicking.htm

Applications can be sent to the following address:

Chandler & Dunn Ltd,
Woodnesborough Road
Canterbury, Kent
CT13 OAA
UK