

Wordbank 5: Letter of application

How to start

If you don't know who you are writing to

Dear Sir
Dear Madam
Dear Sir/Madam

If you know who you are writing to

Dear Mr Smith
Dear Mrs Smith
Dear Ms Smith

The first sentence

I am writing to apply for the position/post of ...
I wish to apply for the post of ... which you advertised
in ... on ...
I read your advertisement for a ... in ... with
great interest.
I refer to your advertisement in ... dated ...

I would like to apply for the position of ...
As discussed on the phone today I am sending you
my personal documentation.
Having completed my training as a/an ...,
I am now looking for a post in ...

Your education/qualifications

I graduated from ... in ...
I hold a certificate/degree in ...
I have been working as a/an ...

I am currently (a student/employed) at ...
I have completed the following courses: ...
I will graduate this year with ... (a Bachelor of Arts)

Giving information about yourself

I am particularly interested in this job, as ...
I would like to work for you in order to ...
My strengths are ...
I am currently attending ... (school) where I am doing a
course in ... (subject).
Currently I am working for ... and my responsibilities
include ...

During ... I did an internship abroad.
During my time as ..., I improved/extended/
my knowledge of ...
Even under pressure I can maintain high standards.
In addition to my responsibilities as ..., I also developed
... skills.

What skills you have acquired

I have experience of ...
As my references show ...
I feel I have necessary qualities for this job because ...
I am a motivated professional with a variety of skills
and experience.
I would also like to add ...
I would be well suited to the position because ...
During ... I have taken a great interest in working
(together) with ...

This job would give me the opportunity to extend my
knowledge of ... / to use my IT skills.
I wish to work abroad and make use of my knowledge
of languages.
My native language is ..., but I can also speak ...
I have a working knowledge of ...
I am an experienced user of ...

How to finish

I can give you the following names as references.
I am available for the interview ...
I would be delighted to be invited to an interview.

I look forward to meeting you / hearing from you (soon).
I see new tasks / this position as a welcome challenge,
which I look forward to.

If you don't know who you are writing to

Yours faithfully,

If you know who you are writing to

Yours sincerely,

acquire [ə'kwɪə] erwerben **advertise** ['ædvətaɪz] inserieren **advertisement** [əd'vɜːtɪsmənt] Inserat **Bachelor of Arts** ['bætʃələ] unterster akademischer Grad **delight** [dɪ'laɪt] erfreuen **employ** [ɪm'plɔɪ] anstellen **Yours faithfully** ['fɛɪθfəli] Mit freundlichen Grüßen **graduate** ['grædʒueɪt] einen (Schul)Abschluss machen **internship** ['ɪntɜːnʃɪp] Praktikum **maintain** [meɪn'teɪn] aufrechterhalten **major** ['meɪdʒə] im Hauptfach studieren **motivate** ['mɒtɪveɪt] motivieren **native language** ['neɪtɪv] Muttersprache **particularly** [pə'tɪkjələli] besonders **reference** ['refrəns] Empfehlung **suited** [su:tɪd] geeignet **variety** [və'reɪtɪ] Vielzahl

