
APPLICATION
LETTER

Warm-Up

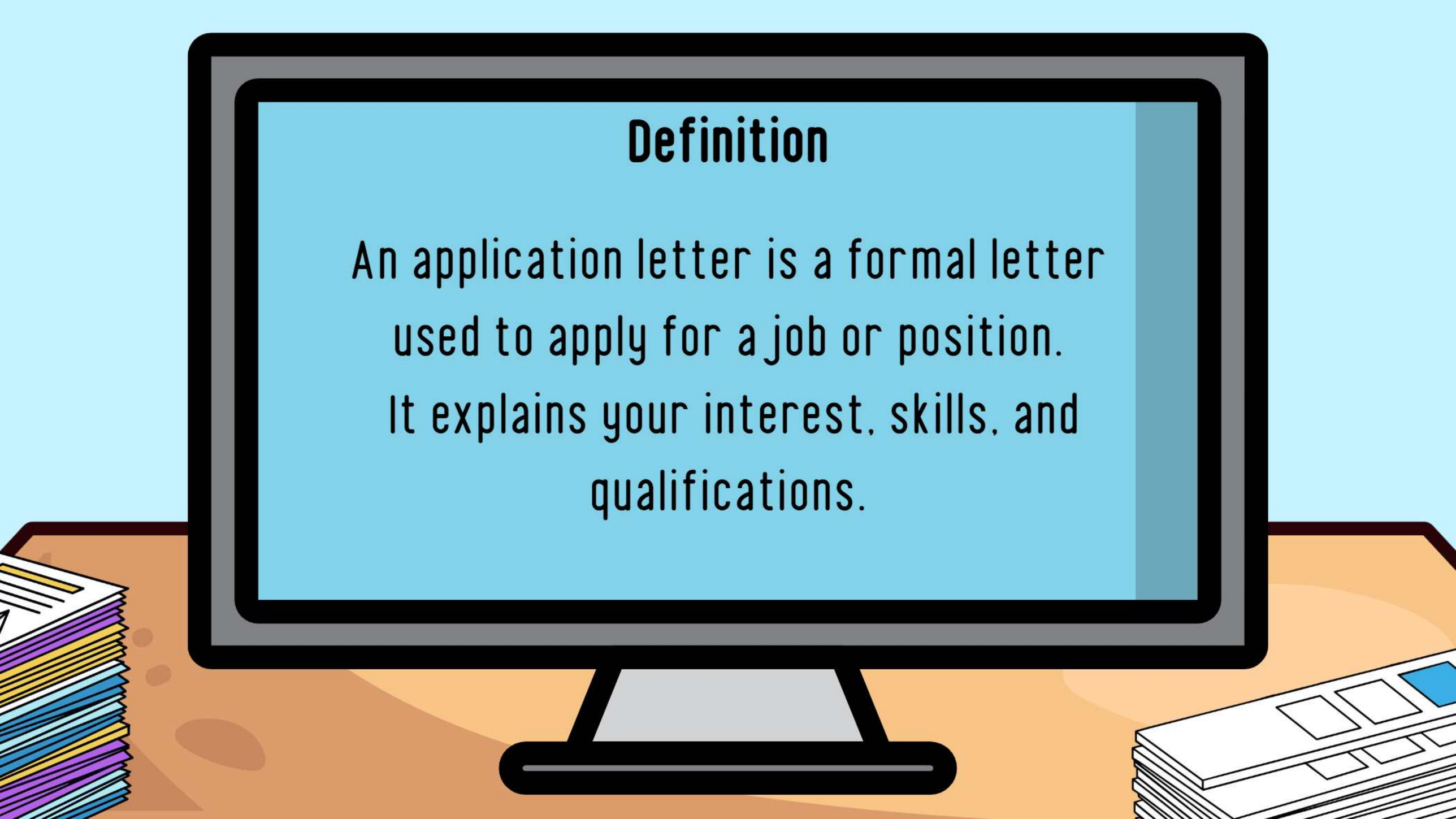
Have you ever wanted a job or internship?

How do you apply for it?

You need an application letter!

Learning Objectives

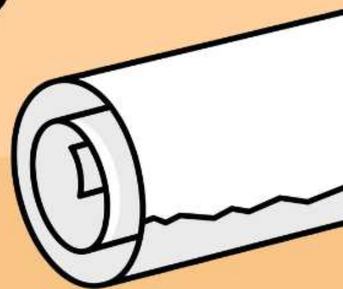
- Understand what an application letter is
- Identify its structure
- Recognize its language features
- Write a simple application letter

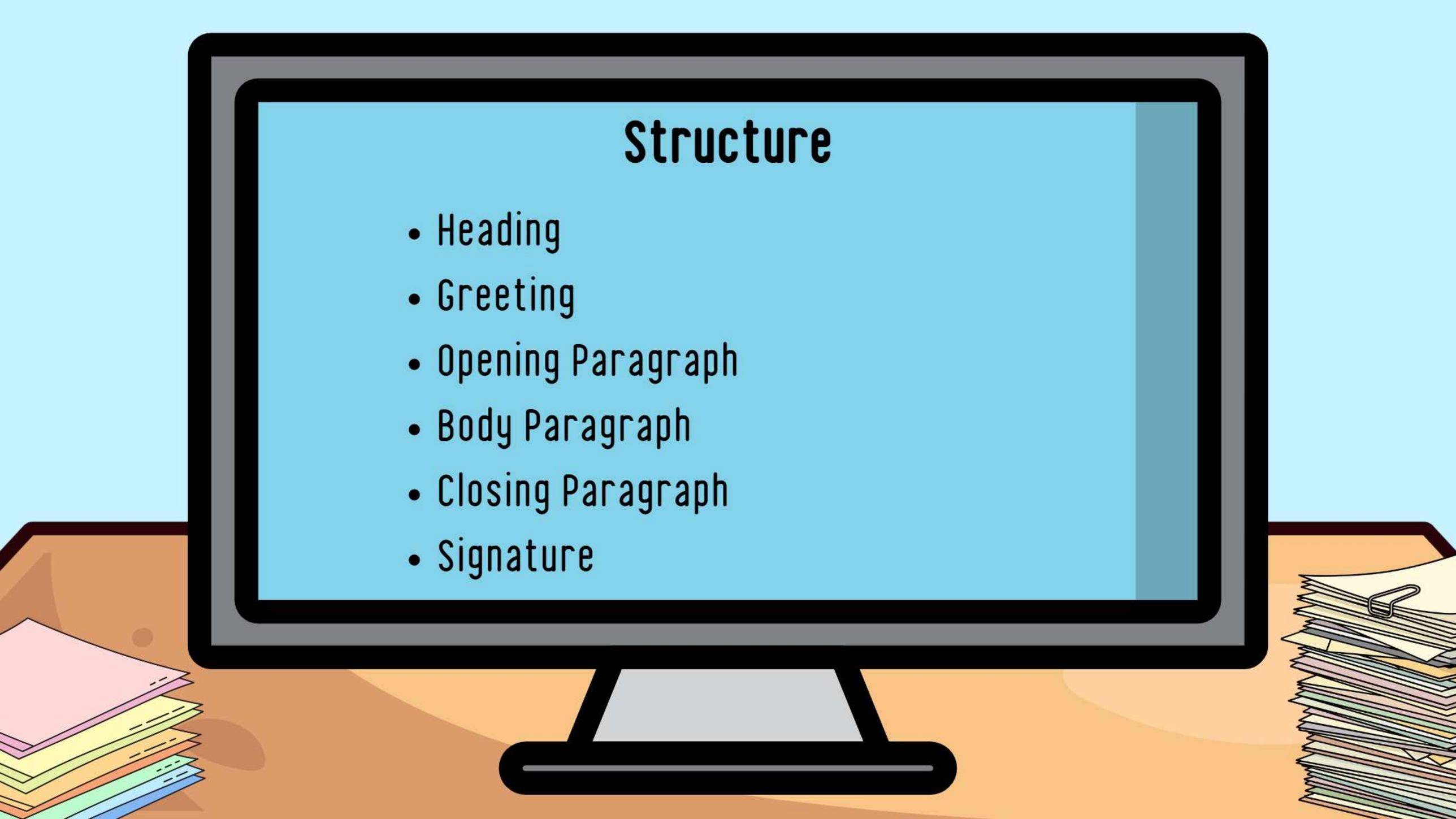

Definition
An application letter is a formal letter used to apply for a job or position. It explains your interest, skills, and qualifications.

Purpose

- Apply for a job or position
- Introduce ourselves
- Show our skills and qualifications
- Convince the employer






Structure
Heading
Greeting
Opening Paragraph
Body Paragraph
Closing Paragraph
Signature

Heading & Greeting

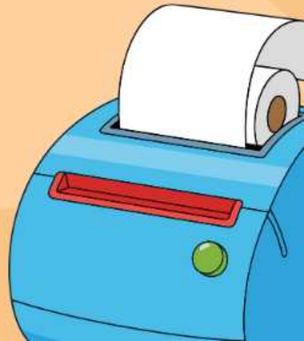
Heading:

- Your name & address
- Date
- Company name & address

Greeting:

- Dear Sir/Madam
- Dear Mr./Ms. [Name]





Opening Paragraph

Function:

- Introduce yourself and state the position

Example:

- I am writing to apply for the position of English teacher at your school.





Body Paragraph

Function:

- Explain your skills, experience, and qualifications

Example:

- I have good communication skills and experience in teaching students

Closing Paragraph & Signature

Function:

- Express hope
- Thank the reader

Example:

- I hope you will consider my application. Thank you.

Signature:

- Sincerely,
- Your Name





Language Features

- Formal language
- Polite expressions
- Present tense
- Action verbs (apply, work, teach)





Example

Dear Sir/Madam.

I am writing to apply for the position of shop assistant.
I am hardworking and responsible. I have good communication skills.

I hope you will consider my application.
Thank you for your attention.

Sincerely.

Anna






THANK
YOU