2nd Paragraph

Specify the main reason you should be interviewed for the job.

Opening Paragraph

Why are you writing the letter?

Application Letter Language

Dear Sir/Madam

I'm writing to you..../I write to you...

To introduce myself

To explain

To apply for

My skills and qualities are.../my strengths are...

I believe I'm suitable for the job because...

I consider myself qualified for this job because...

There are a number of reasons why...

Firstly/secondly/thirdly/finally

As well as this.../additionally...

To conclude.../Finally...

Yours sincerely,

3rd Paragraph

What's the second reason why you should be interviewed?

Application Letter for a job

Success Criteria

Address on the right side Date

Employer's address on the left

Greeting

Why writing the letter

Reasons for getting the job – at least 3

Paragraph to end the letter

Final greeting

Closing paragraph

How do you intend to end the letter?

What greeting?

4th Paragraph

What else do you have to offer?