

Writing letters



When writing a letter make a rough copy first and then get someone to check it.

Replying to an advertisement

Some job adverts ask you to apply in writing.

This vacancy shows an employer asking you to write to her. It asks you to enclose a SAE (stamped addressed envelope).



Writing a general enquiry letter

If there are no vacancies for the job you are interested in, you can write to employers who offer this type of work, asking if they are going to have any vacancies in the future.

You can get addresses from telephone directories, Yellow Pages, your local Connexions Centre and the internet.

You should send them a letter and a copy of your CV (see **page 12** for advice on CVs). It is important to say in your letter what type of job you are looking for.

See the example on the next page >

Make sure your letter includes:

- your address and the date
- your name printed clearly
- the job you are applying for.

See the example on the next page >



Mrs Parker
Watkins Bakery
Anytown
Anycounty
HD8 4ST

Manjit Dalliwal
27 River Street
Anytown
Anycounty
HD7 4BJ

1 June 2010

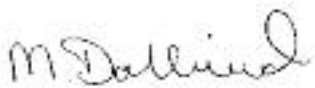
Dear Mrs Parker,

I am interested in the vacancy for a trainee sales assistant that you advertised in the Anytown Herald on 31 May 2010.

Please send me an application form and further details. I am enclosing a stamped addressed envelope.

I look forward to hearing from you.

Yours sincerely



Manjit Dalliwal



Replying to an advertisement

The Manager
Evergreen Landscapes
Sandy Lane
Anytown
Anycounty
HD5 3SU

Alex Smith
50 Main Street
Anytown
Anycounty
HD7 3AL
Tel: 01234 232323

1 June 2010

Dear Sir/Madam,

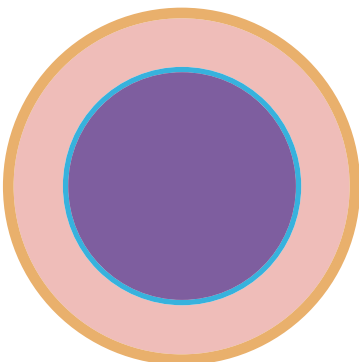
I am writing to ask if you have a vacancy for a trainee landscape gardener. I have always been interested in gardening and I am enclosing my CV which gives details of my experience and interests.

I could come for an interview at any time and look forward to hearing from you.

Yours faithfully



Alex Smith



A general enquiry letter