

Writing Course How to write an application

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[address of contact]

24th December 2012

Dear Sir / Madam

I am writing about your advertisement in the Loruper Tageblatt of 24th December for a job as a I would like to apply for the job. My CV is enclosed.

I am 16 years old and I will leave school in July 2014 with the "Sekundarabschluss I, Realschulabschluss" which is similar to GCSEs in Britain.

I am a ... [friendly/helpful/punctual/hard-working/reliable/sporty] person and I enjoy... [working in a team/with animals/with children// meeting new people]. I am very ...and don't mind working at the weekends.

I have studied English for six years and my level is quite good.

As you can see from my CV, I did work experience in aI worked [in the kitchen/outside/in an office] and served customers in the [restaurant/zoo shop]. I really enjoyed the experience. The manager will be happy to give me a reference. Her contact details are in my CV.

I am available for an interview at any time.

I look forward to hearing from you.

Yours faithfully [if you don't know the contact's name]

Yours sincerely [if you know the contact's name]

Susi Strolch

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