

Writing: a letter of application



- Belfour Junior School
- Paul Miller
- part-time
- 0217 432 38345
- six months at supermarket (cashier)
- good at working in a team; friendly, knows a lot about sports shoes
- 44 Brave Avenue, Brighton (UK)
- Age: 17
- paul.miller@gmail.net
- likes: swimming, hiking, travelling
- can start in February
- wants to work at "SHOE HEAVEN" because he owns 20 pairs of sports shoes and he loves doing sports

Paul Miller wants to apply for a job at the store "SHOE HEAVEN".
Read the information about him and fill in the application form.

Application form

Personal details

First name(s) _____ Surname _____

Address _____

Phone number _____ E-mail address _____

Education

School _____

Work experience

Employer _____

About you

Hobbies/Interests _____

Say what you are good at _____

Say why you want to work for us _____

Now write a letter of application (from Paul's perspective). Write about yourself (Paul) and why you (Paul) want to work at the shoe store „SHOE HEAVEN“.

You can start like this: Dear Sir/Madam, my name is ...