

- ① On the left side you can see a correctly structured letter of application. On the right side you can see categories, which are in the wrong order. Match each paragraph with a category/headline.

Kartoffelstraße 123
70176 Stuttgart
Germany

Ms Juliane Reed
Cruise Ships of the Caribbean
15 Handforth Road
London
SE34 7GH

25th September 2025

RE: Your job advertisement of August 2025

Dear Ms Reed,

Please find attached my application for the job as a waitress with Cruise Ships of the Caribbean as advertised in Travel & Work Magazine in August 2025.

After finishing school in June 2018, I am now looking forward to new challenges. For the last three years I have worked as a help in a local restaurant during my summer holidays. Part of my job there was waiting tables, preparing food and cleaning the kitchen.

I am a very caring person and I like being there for people. In my opinion, being reliable and patient is very important for working in the social field, which is why I think I am well-qualified. Also, my English is good, so I can deal with international guests.

I would like to spend a year working and traveling before I start a training programme to become a chef.

The job that you are offering would give me the chance to get more work experience in service while traveling around the world.

Thank you for taking the time to consider this application. I look forward to hearing from you.

Yours sincerely,
Hanna Fischer

Encl.: CV

Erster Abschnitt:

- Stelle sich kurz für
- Sage, auf welche Stelle du dich bewirbst
- erwähne, wie/wo du von dieser Stelle erfahren hast

Betreffzeile

Anrede

Grußformel

Zweiter Abschnitt:

- zähle Qualifikationen und deine Erfahrungen auf, die für diese Stelle relevant sind
- nenne persönliche Stärken
- sage, dass du in der Lage bist, die neuen Aufgaben gut zu erfüllen
- sage, warum du die richtige Person für die Stelle bist
- erkläre, warum du an der Stelle interessiert bist

Briefkopf

Schluss:

- sage, dass du dich auf eine Antwort freust



Solutions

- ② You already wrote a CV for a job of your choice. For that same job, write a letter of application.

? support

Go to p.190 in your students' book.
There you can find helpful words and phrases for writing a letter of application.