**M4.3 Letter of Application – Exercises**

Ideensammlung für mögliche Übungen zur Vorbereitung der Schreibaufgabe

**1. Letter Content**

Here is a list of points you should include:

* Say that you would like to apply.
* Say where you found out about the job.
* Say why you would like it.
* Say why you are qualified to do the job.
* Say that you can provide more information if necessary.
* Say when you would be available for interview.
* **2. Useful phrases** (Übungsform: Toolbox / Gap-filling exercise (printed or online exercise)
* I am writing to you about your advertisement in ...
* I am a friendly / reliable / hard-working / helpful person.
* I have experience in ... I have studied English for .... years.
* I have already worked in a ...
* My hobbies are ...
* I have enclosed my CV in this letter.
* I look forward to hearing from you.

**3. Style** (Examples for exercises)

Decide whether the following tips for writing covering letters are true or false.

* The letter should be as friendly and informal as possible - True / False?
* You should avoid slang & idiomatic language - True / False?
* Your sentences should be long and complex - True / False?
* It is fine to use contracted forms (e.g. I'm, it's) - True / False?
* Emotive words (wonderful, great, terrible) should be avoided - True / False?

Fill in the following prepositions: to, of, under, in, for

* I would like to apply ... the position ...
* If you would like to discuss this ... more detail
* I enjoy working ... pressure
* I was ... charge
* I was responsible ...
* With reference ...
* ...