**M4.4a: Rules for writing a formal letter**

* Your cover letter should be one page and there should be three paragraphs.
  + You can start the first one by saying where you found out about the job.   
    Then you should state what job you are applying for and why you would like it.
  + In the second one you write about your skills and experience. Explain why you   
    are qualified for the job. You can add that you can provide more information   
    if necessary.
  + In the last one you should ask for the opportunity to have an interview.
* There should be a double space between these paragraphs.
* Personalize your letter by writing the name of the person you write the letter to.   
  If you don’t know the name, just write “Dear Sir or Madam”.
* There are two ways of ending your letter. If you have personalized your letter at the beginning you should write “Yours sincerely”. If you don’t know him or her, write   
  “Yours faithfully”.
* Finally write your name at the bottom of your page and then sign the letter above your name.
* Don’t use short forms like “I’m” or “I’d like to …”.
* Double-check your letter for spelling or grammatical mistakes.