

Find here some useful sentences you can use when applying for a job. The parts in red can be changed accordingly.

A) OPENING SENTENCES

I read your advertisement in (newspaper) of (date) for the (position / vacancy) of (job) in your _____ Department and I am interested in applying for the post.

I read your advertisement in **El País** of **20th March** for the position of **office worker** in your **Purchasing** Department and I am interested in applying for the post.

I saw your advertisement...

I have read your advertisement...

I am interested in the vacancy you are advertising in (newspaper) of (date) for the post/ position of (job)

I would like to apply for the position of _____ advertised in _____ of _____

Please consider my application for the post of _____ advertised in _____ of _____.

I am writing in order to apply for the position of _____

I am writing to you concerning your advertisement of _____ in _____ for a (bilingual secretary) to work in your **export** department

I am answering your advertisement for the post of **shop assistant** which appeared in **yesterday's Time**.

I am replying to the advertisement of **18 June** for a **Sales Manager** which you placed in the **Export Journal** of _____

(NOT ADVERTISED)

I am writing to ask if you might have a vacancy in the _____ department for a **secretary / clerical assistant / office worker**,

B) BODY OF THE LETTER

PERSONAL DETAILS / EDUCATION / WORK EXPERIENCE

I am twenty years old and single.

I am a Spanish girl, twenty years old and single.

I am good at languages since my parents are American and we lived in Paris for ten years, so I speak English and French fluently.

I am (age), I was educated at (Secondary School) which I left in (date) having taken (leaving certificate). I graduated from (college / university) in (date) with a (diploma / degree) in (subject)

At present I am employed by (company) where I deal with

At present I work for (company) where I am employed as a **secretary** in the **Marketing** department. I have been there for two years.

As you can see from my C.V. I have had **six years** experience as a **Personal secretary**.

I did a (degree in / course on) **English and Business** studies and since then I have been working as a **secretary** for a **manufacture** company.

I have experience in **marketing**...

I have been working with computers since I was 17 years old.

I've got a lot of experience of working in **Europe**.

I've got a background in **hotel** work.

I am capable of working alone.

I am familiar with the company image.

I have been studying **business management**...

I have experience of dealing with **customers and arranging meetings**),...

I am very interested in working as a/n (**Office Administrator** as this would give the opportunity to be responsible for a team of staff.

I believe that the line of business in your company offers perspectives that better match my training and expectations

C) CLOSING SENTENCES

I enclose my CV and will be available for an interview any day after **21 September** and able to take up a new appointment from **1 October**.

I am enclosing my CV and hope that you will find my experience and qualification suitable for the post.

I look forward to an interview.

I hope you will grant me an interview.

I hope you will consider me for an interview

I would like to have an appointment at your earliest convenience.

I would really appreciate your considering my application.

References will be available on request.

Please contact me if you require any other information.

I look forward to your reply.

D) APPLICATION FOR REQUEST

Please, can you send me an application form and any other relevant details?.

Would it be possible for you to send me an application form and further details?

I would be grateful if you could send me an application form, and if in the meantime you need any further details about me, I would be happy to supply them.