



Letter writing

By Mark Gillan

Authoring a letter

	Your Full Name First Line of Address Town or City Post Code
	Date goes here
 The Chief Executive Officer Imagine Your Future (Scotland) Inc. 550 Forward Way Fortune Dumfries & Galloway DG13 5DD	
 Dear Sir / Madam	
I refer to the advertised position of Manager within our Head Office and would be grateful if you would be so kind as to consider my application.	
Enclosed is my curriculum vitae showing my experience within the industry along with extensive learning at college. The supporting statement refers to my work experience and relevant training to which I will continue during my career. It has always been my intention to dedicate time and effort to the improvement of knowledge.	
During the last few years, I have identified and received recognition from colleagues as to my qualities and skills such as:	
• Teamworking • Ability to work on own initiative • Organised and tidy working • Improving upon quality systems • Timekeeping and attainment	
It has been noted you require payment of professional fees prior to interview and I understand the amount of £98.50 to which I enclose herewith is payable each year.	
May I take this opportunity of thanking you for your time and hope you will afford me time to discuss my application in greater detail.	
Yours faithfully	
 Your Name	
 Enc.	

- Main parts to a letter, example uses open punctuation (no commas after each line of addresses, we will use this layout)
- Your address (right aligned) at the top
- Date underneath your address
- Person and address to whom the letter will be sent (left aligned) under the date
- Couple of lines down, the salutation (greeting), no comma:
 - If unknown name, use Dear Sir or Madam
 - If known name, consider if formal or informal, in other words if you know them by first name (informal) or need to use title such as Mr, Ms, Mrs, Dr followed by surname (in which case, formal)
- Body of the letter with paragraphs, using correct punctuation
- Signature line (open punctuation continues, no comma):
 - If you know the name of the person, use:
Yours sincerely
 - If you don't know their name, use:
Yours faithfully
 - Leave sufficient space for signature
- End with Enc. (if sending any enclosures) using a full stop or period following any abbreviations in the letter

Tips for letter writing

- Check to ensure all names and addresses are perfect because there is nothing worse than writing an official letter and getting their name wrong
- Use the spellchecker and check grammar
- If using a letterhead then there is no need to repeat your address, if not using a letterhead then right alignment of your address is good practice
- The date should be in long format, either 22nd January 2018 or 22 January 2018 and not USA way
- Always stick to usual practice and do not use non-local templates quite often found in Microsoft Word because they tend to be very different to local business practices
- Don't use anything other than 'Yours faithfully' with a lowercase 'f' or 'Yours sincerely' with a lowercase 's'
- Use correct layout with correct spacing
- Proofread the letter prior to printing and save before printing just in case of any technical issues

