



Letter Exercise

By Mark Gillan



Exercise – Authoring a letter

You will compose a new letter, applying for a fictitious job as follows:

- Your own name and address at the top, right aligned
- Date underneath your address
- Letter to be addressed to:

- The Chief Executive Officer
Imagine Your Future (Scotland) Inc.
550 Forward Way
Fortune
Dumfries & Galloway
DG13 5DD

- Type the body of the letter as per the following slides...

Text of letter including bulleted list

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.

Check and sign off your letter

- The letter should look something like the one opposite
- Ensure you invoke the Spelling & Grammar tool and check the letter yourself (proofread)
- Save the letter to your coursework folder naming the Word document as: appletter

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

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Yours faithfully

Your Name

Enc.]