

Read the application letter on page 103 in Student's Book. Then read the text below and choose the correct alternatives.

An **application letter** (also known as a **cover letter**) is similar in style to a formal/informal letter. This means you should/can/mustn't use contractions such as *I'm, you're, I've* etc.

When you write an application letter, you put our own address in the upper left/right corner. You put the name and address of the person you are writing to in the upper left/right corner. You put the date above/below your address.

You start the letter with *Dear Ms...* or *Dear Mr...*

In the first paragraph you write why you want to get the job/which job you are applying for. You should/shouldn't say where you saw the job offer.

In the second paragraph you write about your experience and personal qualities/hobbies.

You can use the expression *I look forward to hearing from you* at the end of the letter.

The best greeting to use at the end of an application letter is Yours sincerely/Best wishes.

You sign your name in the bottom left/right corner.