**1.YOUR ADDRES, BUT NOT YOUR NAME**

**2.DATE (4TH MARCH 1985)**

**3. THE NAME AND THE ADDRESS OF THE PEOPLE YOU'RE WRITING TO**

**4. 'DEAR SIR,' 'DEAR SIR OR MADAM,' 'DEAR MR BROWN, ' 'DEAR MS JACKSON,'**

**5.1. INTRODUCTION; I AM INTERESTED IN APPLYING FOR A JOB…**

**5.2.THE BODY; I AM 20 YEARS OF AGE AND IN MY THIRD YEAR STUDYING BUSINESS ADMINISTRATION AT… I SPEAK AND WRITE FLUENT ITALIAN AND SOME GERMAN, AS WELL AS ENGLISH… I HAVE HAD SOME EXPERIENCE OF OFFICE WORK IN MY OWN COUNTRY… I AM AVAILABLE FOR INTERVIEW ANY AFTERNOON… I WOULD BE PLEASED TO DISCUSS MY SUITABILITY FOR THIS JOB ON THE TELEPHONE…**

**5.3. THE CONCLUSION; I LOOK FORWARD TO HEARING FROM YOU, AND THANK YOU IN ADVANCE.**

**5.4. ENDING; YOURS FAITHFULLY (DEAR SIR)/YOURS SINCERELY (DEAR MR. SHIT)**

**5.5. YOUR SIGNATURE AND NAME**

**NO CONTRACTIONS!**

**PHRASES: COULD YOU PLEASE…? I WOULD BE MOST GRATEFUL IF YOU COULD… PLEASE FIND ENCLOSED A CHEQUE FOR… I ENCLOSE A STAMPED ADDRESSED ENVELOPE**