

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