

Code: Model Composition 1g
Type: Letter of application - for a job

Topic: *You are a university student and you would like to get a part time job for the summer.*

Dear Sir or Madam,

(Reason for writing – Where and when you saw the advertisement)

I am writing to apply for the position of accountant assistant as advertised in “The City’s Times” on 5th April.

(Your qualifications)

I am a twenty-year-old student in the school of Economy in the university of Athens. I am fluent in English and I have an average knowledge of French. I am well acquainted with computers and I am currently attending a course in Computer Technology.

(Your previous experience)

As you can see from my curriculum vitae, I have had previous experience as an accountant assistant. My duties included filing, answering the telephone and some typing. I had to work with another three clerks in the office. Our cooperation was excellent and I really enjoyed the job. I have enclosed a reference letter from my previous employer for your consideration.

(Your qualities – why you think you can get the job)

As a person I am sociable, punctual and willing to work with others. I believe that both my qualities and my qualifications meet your requirements. Please note that I am available for an interview at your convenience. I look forward to hearing from you.

Yours faithfully

Jack Spencer

(175 words)

Useful phrases for Letter of application for a job:

- I am writing with regard to your advertisement which I saw in...(paper) on...
- I have been working as...
- Prior to this, I worked as...
- I speak (French) and I am fluent in (English).
- As a person I am:
 - Friendly and cooperative
 - Organized and punctual
 - Good at working under pressure

Linkers to add more points (και, επιπλέον, επίσης)

First (of all)	Moreover
Second	Furthermore
Third	What is more
Next	In addition to this
Then	Needless to say that
Finally	To make matters worse

Linkers to show contrast (όμως, ωστόσο, παρόλα αυτά)

Although	However
Even though	Nevertheless
Though	Nonetheless
Despite (the fact that)	
In spite of (the fact that)	

Linkers to show result (επομένως, κατά συνέπεια)

Therefore	As a result
Thus	As a consequence