**English Writing Assignment: Letter of Application**

Objective:

To practice writing formal letters in English, focusing on expressing your interest and qualifications for a job or educational programme.

Task:

Imagine there's an open position for a part-time job or an educational programme that you are very interested in applying for. This could be a position at a local bookstore, a part-time role in a café, an internship at a company, or a spot in a summer educational programme. Write a letter of application expressing your interest in this position or programme.

Guidelines:

For addresses and salutation, follow the guidelines your teacher gave you.

**Tip**: If you don’t know the name of the person you are addressing, use their job title, e.g. "Dear Hiring Manager," or "Dear Admissions Committee"

Content:

Your letter should include the following points:

* **Introduction**: Begin by stating the position or programme you are applying for and where you found the advertisement or information.
* **Your background**: Briefly introduce yourself, mentioning your current studies or job and any relevant experience or skills related to the position or programme.
* **Your interest**: Explain why you are interested in this position or programme and why you believe it is a good fit for you. Mention what you hope to gain and what you can contribute.
* **Your qualifications**: Highlight your skills, experiences, or achievements that make you a suitable candidate. Be specific and give examples where possible.
* **Closing**: Express your enthusiasm for the opportunity and state that you are looking forward to the possibility of discussing your application in further detail. Mention your availability for an interview.

Tips:

Be clear and concise. Stick to the point and ensure that each sentence contributes to your application.

Tailor your letter to the job or program. Show that you have researched the position and understand what it entails.

Use a polite and professional tone throughout your letter.

Check your grammar and spelling before submitting your assignment.