

5.6 Een formele brief schrijven

VOORBEELD FORMELE BRIEF

① Hoevenstraat 117
5721 VG Asten
The Netherlands

② 12th January, 20.. (of onder 3)

③ Wellington Campsite
Oxford, OX1 2JD
United Kingdom

④ Dear Sir/Madam,

⑤ I would like to apply for the position of fulltime tennis coach, advertised in the March edition of *UK summer jobs*.

I feel I am qualified for the position. In the Netherlands I am a B-player. I have had two years' experience as an assistant tennis coach. I am a sociable and friendly person. I think it would be great to give tennis lessons to holiday-makers at your campsite. I love working with both young people and adults.

A position with your club would give me the opportunity to improve my English and, hopefully, allow me to have a holiday abroad that I can afford.

I have enclosed a CV of my qualifications and experience.

I look forward to hearing from you.

⑥ Yours faithfully,

(handtekening)

Rebecca van der Laan

Begin alle onderdelen van je brief links, gebruik geen inspringingen.

- ① Schrijf je eigen **adres** zonder je naam.
Als je je brief naar het buitenland stuurt, schrijf je er ook *The Netherlands* onder.