

Business letter

Write a business letter according to the instructions below. The letter must include all particulars of business correspondence and must be handed in typed, double spaced.

Answer a job advertisement of your choice that you will cut out of a newspaper or a magazine and attach to the letter of application (cover letter).

The letter should include the following information:

- where you found the advertisement
- the reason why you are applying for this particular job
- your education, qualifications, work experience
- contact address or number
- mention of your CV being attached (you are not obliged to write the CV)
- any other information you may consider important

For the form of formal business letters you can consult Intelligent Business Style Guide pp 16-17. For specific information how to write a cover letter have a look at p.10 and 90 (key answer) in the Intelligent Business Workbook.

