



Unit 10 — Writing an Application Letter

Track G+M · Klasse 9 · Niveau G/M

Learning objectives

- *I can read a job ad and pick out 5 requirements.*
- *I can write a 150-word formal application letter.*
- *I can use formal register (no contractions, no slang, polite phrasings).*

Lead-in

Eli is applying for a one-week summer job at a small hotel in Cornwall. The hotel wants *enthusiastic, responsible, English-speaking helper*. Eli ticks *enthusiastic* and *English-speaking* with confidence. *Responsible*, he hopes, will be obvious from the letter. He has been writing the letter for two days. It now has six sentences.

Practise

- Match: *Yours faithfully* — Sir/Madam; *Yours sincerely* — Ms Smith.
- Make formal: *Hi! I'd love the job. Cheers, Eli.* → ____ .
- Build the four key sentences: opening, qualifications, motivation, close.

Your turn

Application letter, 150 words. Write a full letter for the *Summer Helper* ad above. Use formal register and the six structural elements.

Reflect

- I can read a job ad and pick out 5 requirements.
- I can write a 150-word formal application letter.
- I can keep formal register throughout.