Unit 10 — Writing an Application Letter — Teacher copy

Track G+M · Klasse 9 · Niveau G/M

Niveau G+M

1. Reading

Read the text and use it for the activities below.

Reading — sample job ad

Summer Helper Wanted, The Old Cottage Hotel, Cornwall. Three weeks, July. Duties: helping at breakfast, cleaning rooms, simple admin. We are looking for an enthusiastic, responsible, English-speaking person aged 16+. Please send a short letter of application by 15 May to manager@oldcottagehotel.example.

Application letter structure

1. **Address block** (your name + address; date).
2. **Salutation:** *Dear Sir or Madam* / *Dear Ms Smith* if name known.
3. **Opening:** *I am writing to apply for …*
4. **Body:** 1 paragraph on background, 1 on skills, 1 on motivation.
5. **Close:** *I look forward to hearing from you.*
6. **Sign-off:** *Yours faithfully* (no name) / *Yours sincerely* (named).

Formal register

- No contractions: *I am* (not *I'm*).
- No slang.
- Polite hedging: *I would be grateful if … / Should you require further information, …*

2. Practise

Niveau G

1. Match: *Yours faithfully* — Sir/Madam; *Yours sincerely* — Ms Smith.
2. Make formal: *Hi! I'd love the job. Cheers, Eli.* → ___ .

Niveau M

3. Build the four key sentences: opening, qualifications, motivation, close.

3. Your turn

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

Sample

Dear Sir or Madam,

I am writing to apply for the Summer Helper position at The Old Cottage Hotel, advertised on your website. I am 16 years old and live in Stuttgart, Germany. I have just finished Klasse 9 with a strong focus on English. I have spent two summers helping at a small café run by my aunt, where I learnt to handle breakfast service and simple admin tasks. I would be grateful for the chance to support your team during the busy July weeks. I am responsible, organised, and confident in English. I would be available from 1 July to 21 July. I look forward to hearing from you.

Yours faithfully, Eli Becker

4. Further reading / listening

- BBC Bitesize — *Formal letter writing*.
- British Council — application-letter samples.

5. Teacher answer key

G. 1. correct.

2. *Dear Sir or Madam, I am writing to apply for the position. … Yours faithfully, Eli.*

M. 3. Open.