



SCHOOL-SCOUT.DE

Unterrichtsmaterialien in digitaler und in gedruckter Form

Auszug aus: *Application in English*

Das komplette Material finden Sie hier:

School-Scout.de





Thema: **Application in English**

TMD: 38809

**Kurzvorstellung des
Materials:**

- This material aims at helping you to write an application in English. Compared to German standard procedure there are several differences that should be taken into account for a successful application.
- The material includes step by step instructions concerning the covering letter and curriculum vitae. Furthermore, sample applications and vocabulary/catch phrases are given.

**Übersicht über die
Teile**

- Covering Letter
- Curriculum Vitae
- Job Interview
- Application Form/References
- Vocabulary

**Information zum
Dokument**

- Ca. 15 Seiten, Größe ca. 786 Kbyte

**SCHOOL-SCOUT –
schnelle Hilfe
per E-Mail**

SCHOOL-SCOUT ♦ Der persönliche Schulservice
Internet: <http://www.School-Scout.de>
E-Mail: info@School-Scout.de

1. Covering Letter

The covering letter is obligatory for any kind of application. It is meant to give a brief overview of your motivation and to make the reader want to read your curriculum vitae. There are certain rules and a clear structure that have to be followed. In the following paragraph the structure of a covering letter will be explained. For an easier understanding of the structure, the explanation is subdivided into three parts, the heading, the content, and the final part. This covering letter should be considered rather as a guide than a perfect model. Remember that each covering letter needs to be tailored to the post applied for.

a) The heading

The head of the letter consists of your contact information as well as the address of the person/organization you are applying to. Furthermore, the date, the form of address and finally the subject heading have to be included. It is important to place your own address as well as that of your addressee correctly:

Your Address (not name)

Town

Post Code

Contact Number

Date

Name of Person to be contacted

Job Title

Organisation Name

Address

Town

Post Code

Dear (Use Mr, Mrs, Miss, Ms and Surname only)

Re: Title of the post you are applying for

The formal structure begins with your own address which should be positioned on top, either right-aligned or centred and which is followed by the date right below. You can leave your name out. The date can also be put after the two addresses but has to be left-aligned then. Be careful with the date, remember to write the month with a capital letter and keep to the formal structure (Day Month Year):

(Martin Smith)

76, Main Street

London LDN 01

Tel: +123 456 789

Mobile: +987 654 321

Email: marteeeeee@mareailses.com

1st August 2004



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