

# Elements of letter writing



1



2

*This letter is to inform you of a problem I have had with a product that I purchased at your shop.*

Dear Mr Smith:

My former colleague Joan Brown informed me that you are seeking to hire an office manager. I worked with Ms Brown at Acme and have 10 years of experience as an administrative assistant. I have long admired XYZ Partnership and would be honoured to work for your company.

As you can see from my CV, I have performed many administrative duties in my previous positions at Acme and Ajax. At Ajax, I facilitated the company's transition from handwritten to digital records. That work paved the way for my move to Acme, where I assisted the director of innovation in tracking the development of new products. I helped introduce the company's workflow management system, which enabled Acme to cut the average development time of its software upgrades from 18 weeks to 12 weeks.

I would be pleased to speak with you to discuss the details of the office manager position. Thank you for your consideration of my application.

Best regards,

3

*Dear Mr. Jones:*

6

*Best Wishes,*

5

4

*Thank you very much for your time.*

*I'm writing to let you know.....*

7

8

*I would like to be considered for this position with your organization.*



9

10

Match the vocabulary below to the items above. The vocabulary may match more than one item.

handwritten

formal (complimentary) closing

salutation/greeting

letterhead

signature

beginning the letter

job application letter

complaint letter

polite closing

block format

the body

## Answers

1 handwritten/formal closing

2 letterhead

3 beginning the letter

4 polite closing

5 salutation/greeting

6 body/job application

7 polite closing

8 beginning the letter

9 signature/handwritten

10 job application