

UNIT 9: A FORMAL E-MAIL OF APPLICATION

1. GENERAL RULES FOR WRITING A FORMAL EMAIL IN ENGLISH

In English there are a number of conventions that should be used when formatting a formal email. Furthermore, you should try to write as simply and as clearly as possible, and not to make the letter longer than necessary. Remember not to use informal language like contractions.

1.1. Salutation or greeting:

Dear Sir or Madam,

If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name.

Dear Mr Jenkins,

If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is both for married and single women.

1.2. Ending a Letter:

Yours faithfully,

If you do not know the name of the person, end the letter this way.

Yours sincerely,

If you know the name of the person, end the letter this way.

Your signature

Sign your name, then print it underneath the signature. If you think the person you are writing to might not know whether you are male or female, put your title in brackets after your name.

2. A FORMAL EMAIL OF APPLICATION

You write a formal email of application when you approach a company in order to apply for a position or a school so as to be accepted in a course.

Opening Paragraph

Introduce yourself briefly and give your reason for writing. Let them know of the kind of position/ course you are seeking and why you are interested.



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Paragraph 2

Show why their company/ school in particular interests you, mention your qualifications and experience along with any further details that might make them interested in meeting or accepting you.

Paragraph 3

Refer to your qualifications related to the course or job position. If you are attaching your CV, draw their attention to any particularly important points you would like them to focus on in it. Mention recommendations and any certificates you are attaching to your email.

Closing Paragraph

Thank them, explain your availability for interview and restate your enthusiasm for their company/ school. If it is a company, express your desire to be considered for posts that might as yet be unavailable.

3. ABBREVIATIONS

The following abbreviations are widely used in letters:

asap = as soon as possible

enc. = enclosure (when you include other papers with your letter)

pp = per procurationem (A Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc)

ps = postscript (when you want to add something after you've finished and signed it)

RSVP = please reply

For **further information and online exercises** about how to write a cover letter (letter of application for a job), please visit the following website:
<http://www.bbc.co.uk/worldservice/learningenglish/business/getthatjob/unit3coverletter/page1.shtml>

You can also find several **useful phrases** at: <https://en.bab.la/phrases/application/cover-letter/english-english>



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