

*** In the past 2 years I have worked in the WSB library, helping teachers and students to find and use the resources there. This experience has given me the ability to deal with the needs of all types of people.**

*July 4th 2010

***Yours faithfully / See you soon / Yours sincerely / Yours truly / Love,**

***I am writing this letter to apply for the position of student assistant that I saw advertised on your website. I am interested in working in the teachers' resource library.**

***I'm looking forward to hearing from you.**

*26 Pencil Avenue

Oxford

***Since I was 15 years old I have helped my father to run his small import-export business. I have been involved in helping a variety of clients and also in general administration of the business.**

*Pawel Minescz

***I have an outgoing, diligent personality and find that I enjoy the challenges of working in busy environments. In addition, my studies and experience have taught me to be accurate and efficient in organising my work so I would be a valuable addition to your school.**

*Mrs Bookworm

45 Poem street

Stratford-upon-Avon

***I have recently graduated from the WSB Business School in Warsaw and received high grades in both my English and Business Courses. In addition, we had to use all of the Microsoft Office programs, so I am able to do most things with computers.**

*Dear Sir, / Dear Madam, / Dear Mrs Bookworm, / Dear Agatha,

Reorder and choose the best sentences to write a formal (polite) letter...

adresse de l'expéditeur

destinataire

date

formule d'introduction

corps de la lettre

phrase qui montre une intention sur la réaction attendue

formule polie de fin de lettre

signature

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my-teacher.fr

