**WRITING : APPLICATION LETTER**

Selections of set fhrases to use when writing an application letter.

**Qualifications**

-Dear Mr ms…

-I am writing with regard to your advertisement in the…

-I am writing to express my interest in the…

-I am writing to apply for the post of… as advertised in your website.

-I would be honored to join your professional team and play a part in my favorite…

-I am in my last year at uni and I doing…

-having just received a certificate from…

-I can speak English very well.

**Relevant experiences**

-I have some relevant experience because I have worked …

-I have also worked as…

-My education incluyes…

-As you will see from my CV…

-I was in charge of…

-I have done thi sort of job befote.

-You can find more information about my education and previous work experience in my resume which I have attached to this e-mail.

**Extra information about personality**

-I would welcome the chance to be part of this enriching work.

-which I believe are necessary qualities for dealing with…

-I would welcome the chance to be parto f this event.

-I believe I would be suitable for the job.

-Another fact I should mention is…

**End**

-I attach a full CV.

-If you require any further information, I would be happy to provide it.

-I hope you will consider me for the job.

-I would be grateful to attend an interview.

-I would also be gratefull if you could send me some information regarding…

-Please let me know if you need any additional information, or have any questions regarding my application.

-Please contact me at anytime should you need further details about my educational and professional background.

-I thank you for your time and lok forward to your kind and favorable consideration.

-I will be more than willing to provide all the information you need to consider me for this position.

-My regards,

-I look forward to hearing from you soon.

-Yours sincerely,