

# WEEK 9

## LETTER WRITING

Learning Outcome:

To understand the importance of letters and to write effective letters.

A letter is a written (or printed) communication addressed to a person or organization by a person or organization and usually sent through the post.

The letter is a versatile communication medium, used in a variety of contexts to convey messages and create an impression of the sender.

# STANDARD FORMAT

Letterhead

Reference

Date, recipient's name and address

Greeting/Salutations

Subject

Main body

Complimentary close

Signature

Author's name and designation

Enclosure/copy reference



# JOB APPLICATION LETTER

## STRUCTURE AND STYLE

Context:

- **source of knowledge** about vacancy. Statement of desire to apply.
- **Reasons** for application: post's attraction
- **Qualifications, interests and/or experience** relating to post and demonstrating skill, ability and achievement.
- **Current circumstances:** employed, student.  
Availability for interview or work.
- **Enclosure** of C.V. Closing remarks: anticipation of reply, etc.

# Curriculum Vitae

Should include:

- a. **Personal details:** surname, forenames, sex, marital status, age, date and place of birth, nationality, address and telephone number, etc.
- b. **Education:** since the age of eleven: schools, college, university and other institutions, with attendance dates.
- c. **Qualifications:** examining board, subjects, grades and dates of examinations passed.
- d. **Work experience:** organization, location, position, main duties, degree of responsibility, reason for leaving.
- e. **Others:** health, driving license, interest, hobbies.
- f. **References:** name and address of two people who could confirm your credentials and character.