**Letter/ e-mail of application – Structure, format and style**

**Structure/ format**

**Salutation:**

**Dear Sir or Madam, ….** (If you know the name of the person you‘re writing to,

address him/ her personally; e. g. ″Dear Mr Jones, …“)

**Introduction:**

You usually start with the purpose (Zweck) of your letter/e-mail:

* **I am writing to you to apply for the job/ holiday job/ internship as a …. which you advertised in the newspaper/ on the internet/ in a flyer …**
* **I have read your advertisement in …/ on …and I am interested in the job as a …/the job as a … at your company really appeals to me/ would like to apply for the job as a …**

**Ending/ Conclusion:**

Give the recipient your contact details and tell them that you look forward to hearing from them/ hope to hear from them/ receive a positive answer. Don‘t forget to sign your letter/ e-mail.

* **I would be glad if you could give me the chance to talk you you in an interview.**
* **I‘m looking forward to hearing / I hope to hear from you soon.**
* Salutation: **Yours sincerely/ yours faithfully**

+ signature (first name + surname)

**Style/ language**

**Formal style:**

* Never use colloquial style (= every day language). Be very formal.
* Never use short forms (I‘m = I am).
* Be always extremely polite!!!!

**Semi-formal style:**

* Make sure that your style is not too colloquial, but you may use one or the other expression that might make your style a bit lively.
* Try not to use short forms.
* Be polite! Don‘t give them the impression that you are demanding and choosy.