

## 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.