

IELTS Letter #24

Contributed by Rad Danesh
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You have seen an advertisement for part-time work in a hotel for three months over the summer.

Write a letter to the Manager.

In your letter say what experience you have, ask what the work involves, enquire about conditions. You should write at least 150 words. Allow yourself 15 minutes for this task. You do NOT need to write your own address.

Model answer: Dear Sir,

I am writing to enquire about the part-time position as a waiter advertised in 'The Evening Echo' on 24th June.

I am looking for work in the months of July and August because my university vacation is then. I have quite a lot of experience in the hotel business, as I was working in a guesthouse last year. The job involved dealing with guests, and I very much enjoyed it. I can supply references of my previous employer if you require them.

Could you please let me know what this position involves? At the guesthouse, I worked as a porter and also I did some work as a waiter in the restaurant, so I would be interested in either of these jobs.

Could you give me an idea of the working hours? I am available at the weekends as well as during the week, and I can work any hours. However, I would prefer daytime to shifts, if possible. Could you also tell me about accommodation for employees and how much you pay.

I would appreciate hearing from you.

Yours faithfully {mosgoogle left}