

IELTS Letter #36

Contributed by Rad Danesh
Monday, 21 May 2007

You want to apply for the following job. Write a letter to Mr. Moore describing your previous experience and explaining why you would be suitable for the job.

Waiter/waitress required for evening work. Some experience necessary. You should write at least 150 words. You should spend about 20 minutes on this task.

model answer: Dear Mr. Moore,

Re: Waitress position

I am writing to express my interest in your recently advertised position for a waitress. Enclosed with this letter is my resume, which further details of my previous experience and qualifications.

Not only do my qualifications and work experience make me a perfect candidate for the job, my personality is well suited to working as a waitress. I am a very friendly person who can quickly establish rapport with people of all ages. In my last waitress job, I had over a dozen repeat customers each day. And, the fast-paced environment of waiting on tables suits me well, because I thrive on working under pressure. In fact, my former boss was surprised at both my incredible stamina and efficiency in dealing with customers's orders.

I would like to meet with you at your earliest convenience, to discuss the possibility of working at your restaurant. I can be reached at 463-9234 during the days and 924-6868 after 6 pm.

Thank you for your consideration of my application. I look forward to meeting you in the near future.

Yours sincerely,

Martha Scott{mosgoogle left}