**A) PISNI SESTAVEK (V ENI OD STALNIH SPOROČANJSKIH OBLIK)**

# FORMAL LETTER – APPLICATION

*Level B2 · 10 exam-style tasks*

**Note on salutation.** If the task **names the addressee**, begin *Dear Mr/Ms + surname* and end *Yours sincerely*. If it gives **only a company or office**, begin *Dear Sir or Madam* and end *Yours faithfully*. Set out your address and the date, and the recipient's details, in the correct places. Your name is **Dominik(a) Novak**.

**Task 1**

## Application

You have seen an advertisement for a part-time sales assistant with good English at an international bookshop. Write to the manager, Mr Hale.

Write an **application** of **170–180 words** in which you:

- explain your motivation for applying
- present your relevant experience, giving an example
- highlight the personal qualities that make you suitable

**(20 points)**

**Task 2**

## Application

A travel agency is offering a summer internship helping English-speaking customers. You decide to apply.

Write an **application** of **170–180 words** in which you:

- explain why the role appeals to you
- give concrete examples of relevant experience
- explain what you would contribute to the agency

**(20 points)**

**Task 3**

## Application

A museum is looking for weekend guides for young visitors. Write to the curator, Ms Ainsley.

Write an **application** of **170–180 words** in which you:

- explain your motivation
- describe experience of presenting or working with groups
- highlight your communication skills

**(20 points)**

## Task 4

### Application

An events company needs assistants for a summer festival. You would like to apply.

Write an **application** of **170–180 words** in which you:

- explain why you want the role
- give examples of teamwork and responsibility
- explain what you would bring to the team

**(20 points)**

## Task 5

### Application

A language school is recruiting student ambassadors for its summer courses. Write to the course leader, Mrs Doyle.

Write an **application** of **170–180 words** in which you:

- explain your motivation
- present relevant experience with examples
- explain why you would represent the school well

**(20 points)**

## Task 6

### Application

A technology start-up is offering a summer social-media internship. You decide to apply.

Write an **application** of **170–180 words** in which you:

- explain why the role appeals to you
- describe your relevant skills with examples
- explain the value you would add

**(20 points)**

## Task 7

### Application

A national park is looking for seasonal information-desk staff. Write to the park warden, Mr Barnes.

Write an **application** of **170–180 words** in which you:

- explain your motivation
- give examples of dealing with the public
- highlight your relevant strengths

**(20 points)**

## Task 8

### Application

A charity needs a volunteer coordinator for a summer campaign. You would like to apply.

Write an **application** of **170–180 words** in which you:

- explain why you want to help
- present relevant organisational experience
- explain what you would bring to the team

**(20 points)**

## Task 9

### Application

A radio station is offering a summer work-experience placement. You decide to apply.

Write an **application** of **170–180 words** in which you:

- explain your motivation
- describe your relevant experience and skills
- explain why you stand out as a candidate

**(20 points)**

## Task 10

### Application

An international summer school needs peer mentors. Write to the programme lead, Dr Sena.

Write an **application** of **170–180 words** in which you:

- explain why you want the role
- give examples of leadership or mentoring
- highlight your communication skills

**(20 points)**