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

FORMAL LETTER – APPLICATION

Level C1 · 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

A prestigious arts foundation is recruiting a summer programme coordinator. Write to the director, Ms Whitlock.

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

- articulate a specific and sophisticated motivation for the role
- present your experience as evidence of your competence
- convey the distinctive value you would bring, referring to availability and references

(20 points)

Task 2

Application

An international NGO is seeking a communications assistant for a global campaign. Write to the campaign lead, Mr Okafor.

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

- articulate why the role and organisation appeal to you
- frame your relevant experience as evidence of competence
- convey your distinctive contribution and address next steps

(20 points)

Task 3

Application

A research institute is offering a competitive summer internship. You decide to apply.

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

- set out a precise motivation for the internship
- present your experience as demonstrable competence
- convey your unique value to the team

(20 points)

Task 4

Application

A national newspaper is recruiting an editorial intern. You would like to apply.

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

- articulate a sophisticated motivation
- give evidence of relevant achievement
- convey what distinguishes you, referring to availability

(20 points)

Task 5

Application

A diplomatic mission is seeking a bilingual summer assistant. Write to the head of mission, Ms Duval.

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

- articulate your motivation with precision
- frame your experience as evidence of competence
- convey your distinctive strengths and address references and next steps

(20 points)

Task 6

Application

A film festival is hiring a guest-liaison coordinator. You decide to apply.

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

- set out an authentic and specific motivation
- present relevant experience as evidence of competence
- convey the value you would add under pressure

(20 points)

Task 7

Application

A university is offering a competitive undergraduate research assistantship. Write to the supervising academic, Prof Hargreaves.

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

- articulate a scholarly motivation
- frame your academic experience as evidence
- convey your distinctive potential, referring to availability and referees

(20 points)

Task 8

Application

A luxury hotel group is seeking a management trainee for the summer. You would like to apply.

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

- articulate a sophisticated motivation
- present your experience as evidence of competence
- convey the distinctive value you offer

(20 points)

Task 9

Application

An international conference needs a multilingual delegate coordinator. You decide to apply.

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

- set out a precise motivation
- give evidence of your relevant competence
- convey what sets you apart and address next steps

(20 points)

Task 10

Application

A publishing house is offering a competitive editorial fellowship. Write to the editor, Ms Rourke.

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

- articulate an authentic motivation
- frame your experience as evidence of achievement
- convey your distinctive contribution, referring to availability and references

(20 points)