



Letter of Application

English Writing M

Letter of Application

Wenn du dich bewirbst, schreibst du auch einen formalen Brief.

Die drei Absätze beziehen sich dann natürlich auf die Bewerbung/Anzeige:

Dear Sir or Madam,

Dear Mrs./Ms./Mr. Example,

Opening paragraph:

Why are you writing?

Say which position you are applying for. Where did you learn about the job/see the advertisement?

I am writing to apply for the job as a ...

Middle paragraph:

*Skills and experiences that make you the perfect candidate for **this particular** job:*

- *current (job) situation*
- *your qualifications, skills and experiences*
- *your interests*

Closing paragraph:

*Why do you want to work for **this particular** company?*

And add the last sentences:

Please do not hesitate to contact me for further information.

I look forward to hearing from you soon.

Yours sincerely, (du kennst den Namen des Empfängers)

Yours faithfully, (du kennst den Namen des Empfängers nicht)

Your Signature (Vorname und Nachname)



Bereitgestellt von: Nimo
Stand: 19.12.2024

Lizenzhinweise: <https://editor.mnweg.org/montessorischule-kaufering/dokument/letter-of-application>





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① Wähle eine Anzeige aus und bewirb dich für den Job.

You love working in a lively environment? Our student café is looking for a **Waitress/Waiter** to join our dynamic team!

Responsibilities:

- Serve food and beverages with a smile
- Take and process orders accurately
- Maintain a clean and organized work-space
- Provide excellent customer service to our diverse clientele

Requirements:

- Positive attitude and willingness to learn
- Excellent communication skills
- Prior experience is a bonus but not necessary

Interested? Apply now to Ms. Sophie, jobs@student's_cafe.com

Join our fast-paced **McFries** team! Whether you're a pro in the kitchen or love serving up smiles, we have the perfect role for you. We're hiring for:

- **Servers:** Engage with customers and deliver excellent service
- **Cooks:** Prepare fresh, delicious meals with speed and accuracy
- **Cleaners:** Keep our restaurant sparkling and inviting

Why Join Us?

- Competitive pay
- On-the-job training
- Growth opportunities
- Team-oriented work culture

Sound like you? Send your application to Mr. Pickle at info@mcfries.com.

At IKEA, we believe in making life easier for families, and our in-store play area is a big part of that! We're looking for a caring and energetic **Childcare Assistant** to join our team.

Your Role:

- Supervise children in the Småland play area
- Engage in fun and educational activities
- Ensure the safety and wellbeing of all children
- Maintain cleanliness and organization of the play space

Apply today and help us create a memorable experience for our youngest visitors! Contact us at jointeam@ikea.com.

