

Letter of Application

To learn how to write a letter of application, click on the menu items below:

- ◆ [What is a letter of application?](#)
 - ◆ [What are the parts of a letter of application?](#)
 - ◆ [Reading and analyzing the moves](#)
 - ◆ [Identifying the strategies](#)
 - ◆ [Choosing appropriate words and grammar](#)
-

LETTER OF APPLICATION

◆	Who writes it?	Someone applying for a job
◆	Who receives it?	An employer or the personnel office of an employer
◆	What is its purpose?	To get a job or a job interview for the writer
◆	What does it contain?	The most important and most relevant information in the curriculum vitae (CV): relevant experience, jobs, degrees, etc.
◆	What should it do?	Attract the employer's attention; show that the writer would make a good employee
◆	What style does the writer use?	A formal business style
◆	How long is it?	Usually only one page
◆	What is enclosed with it?	A curriculum vitae (CV); sometimes also letters of reference (testimonials)











[Lesson Menu](#)

Letter of Application: Recognizing the Moves

Most texts in this genre consist of some or all of the following "moves" or sections:

MOVE

DEFINITION

 Opening (O)	The writer identifies the reader and invites the reader to read the letter.
 Referring to a Job Advertisement (AD)	The writer refers to the advertisement in which the position was named and described.
 Offering Candidature (CA)	The writer states an interest in applying for the position.
 Stating Reasons for Applying (RA)	The writer gives reasons for wanting the position.
 Stating Availability (A)	The writer indicates when he or she would be able to take up the position.
 Promoting the Candidate (P)	The writer presents qualifications and abilities relevant to the desired position.
 Stipulating Terms and Conditions of Employment (TC)	The writer indicates expectations regarding salary, working hours, and other relevant contractual matters.
 Enclosing Documents (EN)	The writer lists documents enclosed with the letter.
 Polite Ending (PE)	The writer ends the letter in a way intended to procure a favourable response.
 Signing Off (SO)	The writer signs his or her name in a respectful manner, thus claiming ownership of the letter.

[Lesson Menu](#) | [Next Page](#)

Text 1: A sample letter of application, showing moves

Dear Sir,

opening

I wish to apply for the position of Business Development Manager as advertised in the Economist.

offering candidature / referring to a job advertisement

I have over twelve years experience in business development, management, sales and marketing both domestic and international. I have been very successful in taking two small companies into international markets, and oversaw Bollinger Incorporated's international growth in the European Union. In addition to developing exports to over 15 different countries, I was instrumental in maintaining and developing major domestic accounts. As one of the three Vice-Presidents of Bollinger, I was acting general manager in charge of the day-to-day running of the company as well as long-term strategic planning. I have an undergraduate degree in finance and information systems and am highly skilled with computers. I have excellent verbal and written communication skills and enjoy public speaking.

promoting the candidate

Currently, I am a partner in a small company which is going well and does not require my full attention. Therefore, I have been exploring the possibility of taking up a position which will utilize and challenge my considerable talents, abilities and drive. The position in Oregon is exactly what I have been searching for.

stating reasons for applying

I have enclosed a copy of my resume for your perusal. I look forward to the opportunity to speak with you in person.

enclosing documents / polite ending

Yours sincerely,

signing off

William Bentley

[Lesson Menu](#) | [Previous Page](#)

Letter of application: Reading and analyzing the moves

Exercise 1: Read the following text and identify the moves.

Text 2

Dear Mr Black,

I would like to apply for the above position advertised in the Guardian on 8th September 97. I have enclosed a copy of my CV which I hope might be of interest to you. To further support my application, I have recently been appointed Manager of a large government contract to build a new water treatment plant in Singapore. I am responsible for all contract matters and for coordinating a variety of functions including warehousing, transport and for contracting out IT to a third party.

As you can see I am currently enjoying a successful career. However, my family are not settling well in SE Asia and I am anxious to find an alternative position back home.

My current salary is £45,000 plus the usual expatriate benefits.

Should you require me to attend an interview I will be in Britain during the first two weeks of next month.

Yours faithfully,

[Lesson Menu](#) | [Answers: Text 2](#)

Letter of application: Reading and analyzing the moves

Read the following text and identify the moves.

Text 2

Dear Mr Black,

opening

I would like to apply for the above position advertised in the Guardian on 8th September 97. I have enclosed a copy of my CV which I hope might be of interest to you. To further support my application, I have recently been appointed Manager of a large government contract to build a new water treatment plant in Singapore. I am responsible for all contract matters and for coordinating a variety of functions including warehousing, transport and for contracting out IT to a third party.

offering candidature / referring to a job advertisement / enclosing documents / promoting the candidate

As you can see I am currently enjoying a successful career. However, my family are not settling well in SE Asia and I am anxious to find an alternative position back home.

stating reasons for applying

My current salary is £45,000 plus the usual expatriate benefits.

stipulating terms and conditions of employment

Should you require me to attend an interview I will be in Britain during the first two weeks of next month.

polite ending

Yours faithfully,

signing off

[Lesson Menu](#) | [Previous Page](#) | [Next Page](#)

Read the following text and identify the moves.

Text 3

Dear Mrs. White,

I am writing in response to your advertisement in "The Orlando Tribune" on 16th March 1998 for a Human Resource Manager.

I am currently employed as Personnel Manager with Ashpoint having spent 3 years as Operations Manager before my recent promotion. I am 41 years of age and a graduate in Business Studies from Stanford University. In addition, I am a member of the International Personnel Managers Association (IPMA). As a highly motivated manager with a broad business and financial background, I am looking for an opportunity to seek new challenges to stretch my abilities, and bring added value to an organization and its customers.

I enclose my CV for your attention and I look forward to hearing from you soon.

Yours sincerely,

[Lesson Menu](#) | [Previous Page](#) | [Answers: Text 3](#)

Read the following text and identify the moves.

Text 3

Dear Mrs. White,

opening

I am writing in response to your advertisement in "The Orlando Tribune" on 16th March 1998 for a Human Resource Manager.

offering candidature / referring to a job advertisement

I am currently employed as Personnel Manager with Ashpoint having spent 3 years as Operations Manager before my recent promotion. I am 41 years of age and a graduate in Business Studies from Stanford University. In addition, I am a member of the International Personnel Managers Association (IPMA). As a highly motivated manager with a broad business and financial background, I am looking for an opportunity to seek new challenges to stretch my abilities, and bring added value to an organization and its customers.

promoting the candidate

I enclose my CV for your attention and I look forward to hearing from you soon.

enclosing documents / polite ending

Yours sincerely,

Signing off

[Lesson Menu](#) | [Previous Page](#) | [Next Page](#)

Read the following text and identify the moves.

Text 4

Dear Dr Phillpot,

I am writing to you regarding the position of Research Fellow within the Institute of Art and Design. I am currently finishing the final year, of a Ph.D. at Schiller International University in Madrid. My thesis is being carried out in the Department of Fabrics Design. It involves the investigation into the use of natural dyes from the Borneo rainforests. The project has been multi-disciplined involving botany, microbiology, molecular genetics, and chemical engineering. I also have gained experience in using infra-ray spectroscopy. I have published the results of my research in the Journal of Textile Design. My first degree was at the Glasgow School of Art where I gained a 2(i) with honours. Prior to undertaking my first degree I worked for three years, as a research technician with the Borders Textile Group in Galashiels, Scotland.

Please find enclosed a copy of my CV and I look forward to hearing from you soon.

Yours sincerely,

[Lesson Menu](#) | [Previous Page](#) | [Answers: Text 4](#)

Answers: Text 4

Text 4

Dear Dr Phillpot,

opening

I am writing to you regarding the position of Research Fellow within the Institute of Art and Design. I am currently finishing the final year, of a Ph.D. at Schiller International University in Madrid. My thesis is being carried out in the Department of Fabrics Design. It involves the investigation into the use of natural dyes from the Borneo rainforests. The project has been multi-disciplined involving botany, microbiology, molecular genetics, and chemical engineering. I also have gained experience in using infra-ray spectroscopy. I have published the results of my research in the Journal of Textile Design. My first degree was at the Glasgow School of Art where I gained a 2(i) with honours. Prior to undertaking my first degree I worked for three years, as a research technician with the Borders Textile Group in Galashiels, Scotland.

offering candidature / promoting the candidate

Please find enclosed a copy of my CV and I look forward to hearing from you soon.

enclosing documents / polite ending

Yours sincerely,

signing off

[Lesson Menu](#) | [Previous Page](#) | [Next Page](#)

Exercise 2

Print a copy of this page. Fill in the table below, showing the order of the moves in all four texts. Look back at the previous pages to check the move order. Text 1 has been done for you.

MOVES	Text 1	Text 2	Text 3	Text 4
Opening	1			
Referring to a Job Advertisement	3			
Offering Candidature	2			
Stating Reasons for Applying	5			
Stating Availability	(none)			
Promoting the Candidate	4			
Stipulating Terms and Conditions of Employment	(none)			
Enclosing Documents	6			
Polite Ending	7			
Signing Off	8			

What does the completed table tell you about (a) the order of the moves, and (b) which moves are obligatory and which are optional? Go to the next page to check your answers.

[Lesson Menu](#) | [Previous Page](#) | [Next Page: Answers](#)

Answers to Exercise 2

MOVES	Text 1	Text 2	Text 3	Text 4
Opening	1	1	1	1
Referring to a Job Advertisement	3	3	3	(none)
Offering Candidature	2	2	2	2
Stating Reasons for Applying	5	6	(none)	(none)
Stating Availability	(none)	(none)	(none)	(none)
Promoting the Candidate	4	5	4	3
Stipulating Terms and Conditions of Employment	(none)	7	(none)	(none)
Enclosing Documents	6	4	5	4
Polite Ending	7	8	6	5
Signing Off	8	9	7	6

- a. The order of the moves: The moves usually appear in approximately the order given in the table with the following exceptions: 'referring to a job advertisement' usually comes after 'offering candidature'; 'stating reasons for applying' usually comes after 'promoting the candidate'.
- b. The obligatory moves are 'opening', 'offering candidature', 'promoting the candidate', 'enclosing documents', 'polite ending', and 'signing off'. The rest are optional, although 'referring to a job advertisement' is very common.

[Lesson Menu](#) | [Previous Page](#) | [Next Page](#)

Exercise 3

Read the letter of application below:

Text 5

Dear Sir,

I would like to apply for the position of Legal Secretary as advertised in the Evening Times. I am looking for an opportunity to further my career in a large company such as yours. I will be available to start from the beginning of next month.

I would expect a salary in the region of £15,000 per annum.

I have enclosed my resume and two testimonials from previous employers. If you require any further information, please do not hesitate to call me at 01-6052.

I look forward to hearing from you.

Yours sincerely,

Why is this letter not effective? Are any important moves missing?

[Lesson Menu](#) | [Previous Page](#) | [Answers: Exercise 3](#)

Exercise 3: Answers

Note that Text 5 does not contain a move promoting the candidate. The employer is forced to check the resume to find out whether this candidate has appropriate qualifications.

Text 5

Dear Sir,

I would like to apply for the position of Legal Secretary as advertised in the Evening Times. I am looking for an opportunity to further my career in a large company such as yours. I will be available to start from the beginning of next month.

I would expect a salary in the region of £15,000 per annum.

I have enclosed my resume and two testimonials from previous employers. If you require any further information, please do not hesitate to call me at 01-6052.

I look forward to hearing from you.

Yours sincerely,

[Lesson Menu](#) | [Previous Page](#)

Identifying the Strategies

A 'strategy' is how the writer chooses to do the move. For example some candidates may want to promote themselves by describing their work experience, or their qualifications, or both of these. Three of the moves in this genre are often done using different strategies: Promotion, Enclosing Documents, and Polite Ending.

[Lesson Menu](#) | [Next Page](#)

Exercise 4

The promotion move can be realised in a number of ways. The most common are:

- ◆ *listing skills, abilities* (sk) the writer emphasises skills and experience without any regard for how these were acquired, eg. "I have two years' experience in the operation of pretzel-bending machines."
- ◆ *stating how skills, abilities were obtained* (hi) the writer emphasises how the skills and experience were gained, eg. "I operated pretzel-bending machines at Consolidated Mooseflap Inc. for two years."
- ◆ *listing qualifications* (ql) the writer lists qualifications.
- ◆ *naming present job* (pr) the writer give the name or title of his or her present job.

Show which strategies are found in Text 1 for realising the promotion move by completing the table. (Print this page, or copy the table by hand. Use the link at the bottom of the page or click here to view ["Text 1: Promotion Move"](#).)

Strategy	Example
sk	I have over twelve years experience in . . .
hi	
ql	
pr	

[Lesson Menu](#) | [Previous Page](#) | [Text 1: Promotion Move](#)

Text 1: Promotion move

I have over twelve years experience in business development, management, sales and marketing both domestic and international. I have been very successful in taking two small companies into international markets, and oversaw Bollinger Incorporated's international growth in the European Union. In addition to developing exports to over 15 different countries, I was instrumental in maintaining and developing major domestic accounts. As one of the three Vice-Presidents of Bollinger, I was acting general manager in charge of the day-to-day running of the company as well as long-term strategic planning. I have an undergraduate degree in finance and information systems and am highly skilled with computers. I have excellent verbal and written communication skills and enjoy public speaking.

[Previous Page](#) | [Back to Exercise 4](#) | [Answers: Exercise 4](#)

Exercise 4: Answers

<i>listing skills, abilities</i> (sk)	<p>I have over twelve years experience in business development, management, sales and marketing both domestic and international.</p> <p>...and am highly skilled with computers. I have excellent verbal and written communication skills and enjoy public speaking.</p>
<i>stating how skills, abilities were obtained</i> (hi)	<p>I have been very successful in taking two small companies into international markets, and oversaw Bollinger Incorporated's international growth in the European Union. In addition to developing exports to over 15 different countries, I was instrumental in maintaining and developing major domestic accounts.</p>
<i>listing qualifications</i> (ql)	<p>I have an undergraduate degree in finance and information systems</p>
<i>naming present job</i> (pr)	<p>As one of the three Vice-Presidents of Bollinger, I was acting general manager in charge of the day-to-day running of the company as well as long-term strategic planning.</p>

[Lesson Menu](#) | [Back to Exercise 4](#) | [Text 1: Promotion Move](#) | [Next Page](#)

Exercise 5

Look at the data below, which shows how some writers have chosen to do the Enclosing Documents move, and try to identify two different strategies.

1. Enclosed is a resume giving details of my relevant qualifications and experience.
2. I give as referees Professor Black and Dr. Edge within your own department.
3. I would offer the following as referees X and Y.
4. Enclosed please find a copy of my resume.
5. I have attached a resume for your perusal.

[Lesson Menu](#) | [Previous Page](#) | [Back to Exercise 4](#) | [Answers: Exercise 5](#)

Exercise 5: Answers

Numbers 1, 4, and 5, below, use the strategy 'giving documents'. Numbers 2 and 3 use the strategy 'giving a list of referees'.

1. Enclosed is a resume giving details of my relevant qualifications and experience.
2. I give as referees Professor Black and Dr. Edge within your own department.
3. I would offer the following as referees
4. Enclosed please find a copy of my resume.
5. I have attached a resume for your perusal.

[Lesson Menu](#) | [Back to Exercise 4](#) | [Previous Page](#) | [Next Page](#)

Exercise 6

The four common strategies which are used to do the **'polite ending'** move are **'welcoming a response'**, **'inviting favourable consideration'**, **'thanking'**, and **'offering to provide further information'**. Match these strategies with the examples given below:

- a. Please feel free to contact me if you have any further questions, I can be reached at . . .
- b. I look forward to hearing from you.
- c. I do hope that you will consider me for the post.
- d. Thank you very much for your attention.
- e. I would be grateful if you would consider me for an interview.
- f. In the event that this application warrants your consideration further information can be furnished at your request

[Lesson Menu](#) | [Back to Exercise 5](#) | [Previous Page](#) | [Answers: Exercise 6](#)

Exercise 6: Answers

a.	Please feel free to contact me if you have any further questions, I can be reached at . . .	offering to provide further information
b.	I look forward to hearing from you.	welcoming a response
c.	I do hope that you will consider me for the post.	inviting favourable consideration
d.	Thank you very much for your attention.	thanking
e.	I would be grateful if you would consider me for an interview.	welcoming a response
f.	In the event that this application warrants your consideration further information can be furnished at your request	offering to provide further information

[Lesson Menu](#) | [Back to Exercise 5](#) | [Previous Page](#)

Choosing appropriate words and grammar

As you have seen, writers use different kinds of words and grammar in different moves of letters of application. The Language Pattern Dictionary will show you the actual language used by writers of real letters of application. If you have the Language Pattern Dictionary installed, click on the following link to go to it:

[The Language Pattern Dictionary for Letters of Application](#)

[Lesson Menu](#) | [Language Pattern Dictionary](#)

Letter of Application: Move Menu

Choose the move that you want to write:

- ◆ [Opening](#)
- ◆ [Referring to a job advertisement](#)
- ◆ [Offering candidature](#)
- ◆ [Stating reasons for applying](#)
- ◆ [Stating availability](#)
- ◆ [Promoting the candidate](#)
- ◆ [Stipulating terms and conditions of employment](#)
- ◆ [Enclosing documents](#)
- ◆ [Polite ending](#)
- ◆ [Signing off](#)



Opening

Dear Mr X, Mrs X, Miss X, Ms X, Dr X, Prof. X, Sir, Madam, Sir or Madam,

Dear Ms Hines,

Dear Dr Cutler,

Dear Sir,

[Move Menu](#) | [Next](#)

Offering Candidature

Some of the most common ways of offering candidature are the following:



to be considered

I am writing **to be considered** for [name of job].

I wish **to be considered** for [name of job].

I should (very much) like **to be considered** for [name of job].

I would (very much) like **to be considered** for [name of job].

I would like my application [for name of job] **to be considered**.



to apply

I am writing **to apply** for [name of job].

I wish **to apply** for [name of job].

I should (very much) like **to apply** for [name of job].

I would (very much) like **to apply** for [name of job].

[Other common phrases in this move](#)

[Move Menu](#) | [Next](#)

Other Common Phrases in the Move: Offering Candidature

◆ **I am writing to you** with regard to

about the

◆ **I am interested in** applying for

the post (in, of, as)

employment (with, in, as)

a career (with, in, as)

◆ **post, position** in marketing, in financial services, etc.

of Chief Executive Officer, of Research Fellow, etc.

as a teacher, etc.

◆ **employment, career** with your company, with X Corporation, etc.

in your company, in X Corporation, etc.

as a Research Fellow, as a teacher, etc.

[Offering Candidature Move](#) | [Move Menu](#) | [Next](#)

Stating Reasons for Applying

Some common ways of stating reasons for applying are the following:

- ◆ future continuous I will be leaving the company...
- ◆ present perfect continuous I have been searching for a position...
- ◆ present perfect I have always wanted to work in...
- ◆ present simple (BE) I am interested in relocating..., I am interested in building on my knowledge..., I am anxious to find...
- ◆ present continuous I am looking for an opportunity to..., I am seeking a responsible position which...

[Other Common Expressions in this Move](#)

[Move Menu](#) | [Next](#)

Other Common Expressions in the Move: Stating Reasons for Applying

- ◆ would I would very much enjoy working in..., I would welcome the stimulus of a change...
- ◆ feel I feel I have a contribution to make...
- ◆ post-modification of "position" ...a position which will utilize and challenge my many talents...

[Stating Reasons for Applying Move](#) | [Move Menu](#) | [Next](#)

Stating Availability

This move is most often expressed as follows:

- ◆ I expect to be available by [date].
- ◆ I expect to be available in [number of weeks, months, etc.]
- ◆ I will be available from [date].

[Move Menu](#) | [Next](#)

Promoting the Candidate

Choose the strategy that you want to write:

- ◆ [Listing skills and abilities](#)
- ◆ [Stating how skills and abilities were obtained](#)
- ◆ [Giving qualifications](#)
- ◆ [Demonstrating knowledge of the target position](#)
- ◆ [Predicting success](#)
- ◆ [Listing publications](#)
- ◆ [Naming the present job](#)
- ◆ [Giving reasons for leaving the present job](#)

[Move Menu](#) | [Next](#)

Listing Skills and Abilities

The two most common verbs are "have" and "be".

- ◆ **I have** **I have** a (varied, strong) background in..., **I have**...strong commitment to..., **I have** (extensive, wide, practical) experience in..., **I have** experience using..., **I have** a good understanding of..., **I have** both ESP/EAP experience..., **I have** a wide range of duties..., **I have** intermediate/advanced skills..., **I have** excellent verbal and written communication skills.

- ◆ **I am** **I am** a technical writer..., **I am** very skilled with..., **I am** (fully) computer literate..., **I am** technically very competent in..., **I am** experienced in writing..., **I am** a career educator..., **I am** a graduate in..., **I am** (was) responsible for..., **I am** an experienced distribution manager..., **I am** I.T. literate..., **I am** responsible for all contract matters..., **I am** familiar with..., **I am** fully adapted to..., **I am** an American teacher of English..., **I am** a good teacher who...

[Other language for listing skills and abilities](#)

[Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Other Language for Listing Skills and Abilities

- ◆ [possess, consider, feel \(= "believe"\)](#)
 - ◆ [modal verbs](#)
 - ◆ [my](#)
 - ◆ [connectives](#)
 - ◆ [word pairs](#)
-

[Listing Skills and Abilities](#) | [Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Listing Skills and Abilities Using "possess", "consider", or "feel"

- ◆ possess the ability to I possess the ability to..., I feel that I possess the ability to...
- ◆ consider myself I consider myself adapable, I consider myself to be an overachiever
- ◆ feel I feel my background and experience will be of interest

[Other Language for Listing Skills and Abilities](#) | [Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Stating how skills and abilities were obtained

This is usually done as a narrative, giving a series of events in the [past tense](#) or the [present perfect tense](#). These may appear together in the same text.

[Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Stating how skills and abilities were obtained: past tense

Common verbs in this strategy include **involved**, **developed**, **designed**, **monitored**, **demanded**, **held**.

At [name of company], my position **demanded** extreme organization, attention to detail, and information management.

The most common prepositions used to refer to time in the past tense in this strategy are **during** and **for**.

◆ **during:** **during** 19xx-19yy...; **during** 19xx..., **during** the x years that...; **during** that time..., **during** the academic year 19xx-19yy..., **during** my career (course, employment)..., **during** graduate school...

Before and **during** graduate school, I **held** several management positions of increasing responsibility.

◆ **for:** **for** x years...

I **worked for** three years as a research technician...

[Stating How Skills and Abilities Were Obtained](#) | [Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Stating how skills and abilities were obtained: present perfect tense

Common verbs in this strategy include **involved, developed, designed, monitored, held.**



The preposition **for** is used frequently to refer to time in the present perfect tense in this strategy.

for: **for** the last x years..., **for** the past x years..., **for** many years...

For the last two years I **have been involved** in an entrepreneurial housing venture.



The present perfect and the past often occur together.

I **have spent** time in industry at [company name], where I genetically **modified** strains of bacteria and subsequently **monitored** the performance...

[Stating How Skills and Abilities Were Obtained](#) | [Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Giving Qualifications



A time phrase is sometimes used with **graduated**, **completed**, or **obtained**:

I **graduated** from X in 1995 with a degree in...

I **completed** an MA in English in 1995 at X...

In 1980 I **obtained** the Diploma in Teaching...



If no time phrase is used, the verbs **have**, **hold**, or **am** are used as follows:

I **have**: I **have** an undergraduate degree..., I **have** a BSc degree..., I **have** two degrees..., I **have** an MA..., I **have** a B.A....

I **hold**: I **hold** a [name of degree]...

I **am**: I **am** a graduate in..., I **am** a CPC holder and a member of...



My is used frequently in this strategy:

My [name of degree], **my** qualifications (relevant to this position) include...

[Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Demonstrating Knowledge of the Target Position

The most common way of doing this is the following:

I am extremely familiar with [company name].

[Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Predicting Success

The most common expressions used in this strategy are the following:

- ◆ ...if given the opportunity...
- ◆ ...with my experience and education...
- ◆ ...should put me in good stead to...
- ◆ I know that I would be an asset to...
- ◆ I feel that I would be an asset to...
- ◆ I feel that I would be a strong asset to...
- ◆ I feel that I would be particularly suited to...

[Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Listing Publications

The most common expression used in this strategy is the following:

◆ I have published the results of my research in [name of publication].



[Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Naming the Present Job

The most common expressions in this strategy use the present, present perfect, or simple past tense. (The passive voice is sometimes used).

◆	present	Currently	I	am working as...
		Presently		am employed as...
				work as...

◆	present perfect	For the past two years,	I	have held the post of...
		Since returning to X,		have taught...

◆	past	Recently I was appointed manager of...
---	------	--

[Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Giving Reasons for Leaving the Present Job

◆ Writers often point to the attractiveness of the new job:

I have been searching for a professional position which will utilize and challenge my many talents.

◆ Sometimes writers explain why they cannot remain in their present job:

The new Area Manager position will be located in [name of city], a move which I cannot make presently, due to personal circumstances.

[Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Modal Verbs

Most **modal verbs** in this strategy follow "I":

...I **can** utilize my strong management capabilities..., ...in particular **may** I draw your attention to..., ...which I **would** respectfully suggest make me eminently suitable for..., ...I believe **would** make me suitable for..., ...skills I **would** offer..., ...I **would** like to draw the attention of the selection committee to..., ...I consider that I **could** provide..., ...which **should** be an added asset...

Some other verbs act as hedges to soften the meaning:

...I **feel** my background and experience will be of interest..., ...I **consider** that I could provide...,

[Other Language for Listing Skills and Abilities](#) | [Promotion Strategies](#) | [Move Menu](#) | [Next](#)

My

...my experience....., ... my resume..., ... my skills..., ... my strengths..., ... as my resume indicates..., ... my corporate familiarity and knowledge..., ... my specialty is..., ... throughout my academic career I have had..., ... my experience includes...

[Other Language for Listing Skills and Abilities](#) | [Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Connectives

- ◆ **also:** I **also** have experience..., I am **also** familiar with..., **Also**,...
- ◆ **in addition:** **In addition**, I...
- ◆ **furthermore:** **Furthermore**, I...
- ◆ **complimenting:** **Complementing** these strengths is my ability...

[Other Language for Listing Skills and Abilities](#) | [Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Word Pairs

There is a tendency in this strategy to use word pairs with "and". Most are nouns but a few involve verbs or adjectives. Note that in many cases both words in the pair are near synonyms.

ability and tenacity ; adaptable and able ; administration and development ; announcers and newsreaders; Applied and Theoretical ; assess and implement ; background and experience; Certificate and Diploma ; communication and interpersonal ; Communication and Presentation ; computer and software; creation and running ; experience and qualifications ; goals and expectations ; identify and solve problems; innovation and communication; installation and operation ; instructing and training ; interesting and meaningful manner; internal and external; interpersonal and leadership skills; life and work ; management and organizational capabilities; meet and exceed ; motivate and communicate well with ; PC and Macintosh ; preparation and evaluation ; production and consulting firms; qualifications and experience ; Research and Analysis ; Research and Development ; skills and knowledge ; Technology and Business ; universities and colleges ; set up and operation ; verbal and written communication skills

[Other Language for Listing Skills and Abilities](#) | [Promotion Strategies](#) | [Move Menu](#) | [Next](#)

Stipulating Terms and Conditions of Employment

The most common expressions in this move are the following:

- ◆ In recent years my cash compensation has been in the range of [amount of money]...
- ◆ I am looking for a position in the \$--- range...
- ◆ My current salary is [amount of money].

[Move Menu](#) | [Next](#)

Enclosing Documents

Choose a strategy:



[Giving documents](#)



[Giving a list of referees](#)

[Move Menu](#) | [Next](#)

Giving Documents

There are four main patterns:

- ◆ [Begin with a participle, such as "enclosed" or "attached"](#)
- ◆ [Begin with "I"](#)
- ◆ [Begin with "you"](#)
- ◆ [Begin with a reference to the enclosed document](#)

[Enclosing Documents](#) | [Move Menu](#) | [Next](#)

Begin with a participle, usually enclosed or attached:

Enclosed please find a copy of my resume for your attention.

Attached CV appraisal.
perusal.

[Giving Documents](#) | [Move Menu](#) | [Next](#)

Begin with I:

(As requested,) I have pleasure in enclosing (a copy of) my CV for your attention
I have enclosed my resume for your appraisal
I am enclosing my CV for your perusal
I enclose my resume for your appraisal

[Giving Documents](#) | [Move Menu](#) | [Next](#)

Begin with **you**:

- ◆ Please find enclosed a copy of my CV.
- ◆ (As) **you** can see from my resume...
CV...
- ◆ **You** will see from the enclosed curriculum vitae...

[Giving Documents](#) | [Move Menu](#) | [Next](#)

Begin with a reference to the enclosed document and use
is enclosed:

A copy of my CV is enclosed.

[Giving Documents](#) | [Move Menu](#) | [Next](#)

Giving a List of Referees

The following two expressions are commonly used to list referees:

- ◆ I (would) offer the following as referees: [names of referees].
- ◆ I give as referees [names of referees].

[Enclosing Documents](#) | [Move Menu](#) | [Next](#)

Polite Ending

The Polite Ending move can be achieved by using one strategy or a combination of strategies. The strategies are:

- ◆ [Soliciting response](#)
- ◆ [Inviting favourable consideration](#)
- ◆ [Thanking](#)
- ◆ [Offering to provide further information](#)

[Move Menu](#) | [Next](#)

Soliciting Response

This is usually done with the following expressions:

- ◆ [I look forward to](#)
- ◆ [I hope to](#)
- ◆ [I can be reached at](#)

[Polite Ending](#) | [Move Menu](#) | [Next](#)

"I look forward to..."

◆ I look forward to speaking with you in the near future
discussing the position with you soon
hearing from you in due course
hearing the result of my application
receiving your reply

◆ I look forward to the opportunity to speak with you in person
your reply
your response

[Soliciting Response](#) | [Move Menu](#) | [Next](#)

"I hope to.../ I can be reached at"

◆ I hope to... hear from you soon

◆ I can be reached at fax / telephone number...

(This phrase usually follows the strategy "offering to provide further information".)

[Soliciting Response](#) | [Move Menu](#) | [Next](#)

Offering to provide further information

This is usually done with the following expressions:

- ◆ Please feel free to contact me if you have any further questions. (I can be reached at [phone number].)
- ◆ I would be happy to provide you with any additional information. (I can be reached at [phone number].)
- ◆ Should you require any further information, please do not hesitate to contact me. (I can be reached at [phone number].)

[Polite Ending](#) | [Move Menu](#) | [Next](#)

Signing Off

These expressions are frequently used:

- ◆ Yours sincerely,
- ◆ Sincerely Yours,
- ◆ Yours truly,
- ◆ Very truly Yours,

[Move Menu](#)