

IELTS General Training: Writing Task 1

Letter of Application (Formal)

You should spend about 20 minutes on this task.

The International Tech Company has placed an advertisement for web developers in your local newspaper.

Write a letter applying for the position. In your letter,

- *explain what you are currently doing*
- *describe why you are suitable for the job*
- *explain when you are available to start*

You should write at least 150 words.

You do NOT need to write your own address.

Dear Sir / Madam,

I am writing to apply for the vacancy of website developer that your company has advertised in the Weekly Bugle.

At the moment, I am employed as a web developer for a local company that specializes in developing websites for local businesses. The job involves responding to enquiries from clients, conducting a needs analysis with them and designing sample sites for their approval.

During my employment with my current company, I have developed the skills of responding to customer needs and independent thinking. I am also flexible in that I am willing to relocate anywhere that your company might require.

According to my current contract, I am required to give one month's notice if I intend to resign. However, I have a positive working relationship with the company CEO and I am confident we could come to an agreement if your company requires me to start in less than one month.

I look forward to your response.

Best regards
David Jones

161 words