

TEXT Writing skills - official letters

Writing Business Letters

Addressed to	Beginning	Ending
The Personnel Manager National Video Ltd The Manager Western Insurance Co.	Dear Sir, Dear Madam, Dear Sir or Madam,	Yours, Yours faithfully, (GB) Yours truly, (GB or US)
J. Sainsbury plc The Midland Bus Company Messrs Welch and Cheater*	Dear Sirs, (GB) Gentlemen. (US) Dear Sir or Madam,	
Mr M. Smith / Michael Smith M. Smith, Esq., (GB format)	Dear Mr Smith,	Yours sincerely, Yours,
Mrs Smith † Miss Smith Ms Smith	Dear Mrs Smith, Dear Miss Smith, Dear Ms Smith,	

Job advertisements may ask you for a 'c.v.' or 'curriculum vitae'. Look at the advertisement, the curriculum vitae and the letter of application

SHORTHAND-TYPIST Opportunity for junior shorthand-typist with travel agency. Please send c.v. with application to Box No. 342, Charchester Evening Post, Hornby St, Charchester CH1 1W X.

Your address

Flat 2, Midsummer Court,
Primrose Gardens,
Charchester CH8 3UB

Address of employer

4th September 19

Box No. 342
Charchester Evening Post

Dear Sirs,

I would like to apply for the position of shorthand-typist. I have just completed a one-year course in commercial studies at the Appleby School of Commerce. I enclose my curriculum vitae.

Yours faithfully,
Viola Hathaway

Viola Hathaway (Miss)

Your name & Signature

Curriculum vitae

Name	Viola Hathaway
Address	Flat 2, Midsummer Court, Primrose Gardens, Charchester, CH8 3UB
Date of Birth	13/12/65
Education	Northam Comprehensive Appleby School of Commerce
Qualifications	CSE in English, Maths, Biology, French, Appleby School of Commerce Diploma in shorthand and typing
Experience	None
Interests	travel, dancing, music
Reference	Mrs Angela Appleby, B.A. Appleby School of Commerce, High Street, Charchester, CH2 4AY.

SALES PERSONS wanted for expanding department store, in record department, ladies fashions, electrical goods and bookshop. Please write with c.v. to Sparks and Fraser plc, Oxford St, London, WA7 36Y.

CLERK required for general office duties. Good opportunity for school leaver. Excellent prospects for promotion. Apply, enclosing c.v., to Cox and Rogers, Bourne Avenue, Tadworth, TTH2 8PV.