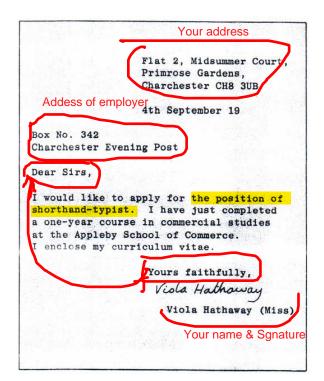
TEXT Writing skills - official letters

Writing Business Letters

Addressed to	Beginning	Ending
The Personnel Manager National Video I td 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 formal)	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 snorthand-typist with travel agency Please send c.v. with application Box No.342, Charchester Evening Post, Fornby St, Charchester CHI IWX.



Curriculum vitae Viola Hathaway Name Flat 2, Midsummer Court, Address 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.