

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 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 shorthand-typist with travel agency. Please send c.v. with application - Box No. 342, Charchester Evening Post, Hornby St, Charchester CHI 1WX.

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

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)

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.