

Functional Skills English | Level 1 Letter Templated/Structured Writing Frame

Information

New shopping centre to open soon in Kingsbay

We are looking for part-time and full-time staff in these areas:

- shop assistants
- admin / IT
- catering
- security
- building maintenance
- childcare



We also require management trainees.

Apply by letter to Ashley Sanchez, Kingsbay Centre, Kingsbay KB2 9GB.

Writing Task

Write a letter to Ashley Sanchez applying for a job.

In your letter, you should:

- say which job you are applying for and why
- explain why your skills and personal qualities make you suitable for this job.

You should aim to write about 150 to 200 words.

(15 marks)

Response

Your Address

Their Address

Date

Polite opening greeting / salutation

Introductory Paragraph:

- Why you are writing (which job you would like to apply for and why)

Explain why your skills and personal qualities make you suitable for the job

Concluding paragraph

Closing salutation