

Letter of Application-Volunteer Photographer Position

Task. B2 level.

Write about 180-200 words. **At the end of this post**, you will find information about how to write a letter and its structure.

You are searching for a job in Britain and a recent advertisement in an English magazine caught your eye. Write the covering letter including the following information:

- Your personal information.
- Why you think you excel in this position.
- Why you would like to work for them.

This kind of formal letters are written when you need to apply for a job or a course. You need to include your educational or professional qualifications, your personal experience, skills and qualities.

Normally, I start telling where I found that job offer and then I introduce myself, giving all the necessary details. I always try to present it in a clear order using the appropriate linkers.

If you make a good example, this will be really useful with any data that they provide you in the exam, you only have to adjust it to the data given. Besides, if you structure it well, you will never forget it.

And this could well be an example...

Dear Sir or Madam,

I am writing in connection with the advertisement for the volunteer photographer position published in JobMagazine on 2nd February. I believe that I am an excellent fit for this position as demonstrated by my extensive background experience.

I am 42 years old and I have a degree awarded by Universidad Politécnica de Madrid in 1998. Furthermore, I completed my education in England where I was studying a degree in Documentary Photography and English. In addition, I had a great opportunity to work as a photographer for 3 years in Africa, where I honed my personal skills. I believe that I possess the experience to excel in this position.

Currently, I am working in an important military magazine as an aide-de-camp in Afghanistan, but my contract finishes in March. As you can see, your volunteer offer fits perfectly with me as demonstrated by my experience. I consider myself adventurous, intrepid and ambitious, perfect qualities to face new experiences and challenges for this position. In addition to that, I have always wanted to carry out humanitarian work.

I look forward to hearing from you about this marvellous opportunity to make my dreams come true. If you had any further questions, please, contact me using the above information.

Thank you for your time and consideration.

Yours faithfully,

Aixa.