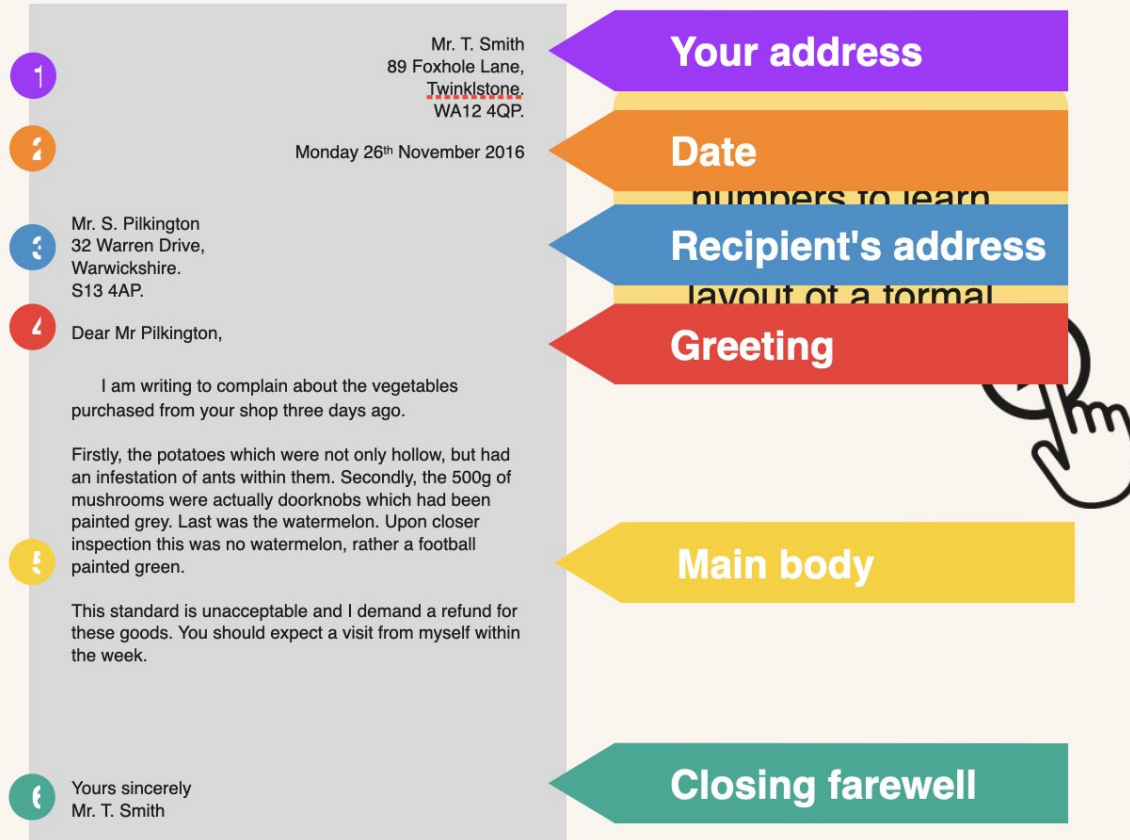


# LETTER WRITING

Grade 9

Miss Suominen

# Layout



# First Think About

## 1) **Who is your audience?**

Look for clues within your topic question for who you are writing to, and what their position or title is.

I.e. Write a letter to **Jamie Parata**, the manager of your local New World, thanking her for the store's donation to your sports team upcoming tournament.

## 2) **What is your purpose for writing your letter?**

-thanking someone, letter of recommendation from an employer, cover letter for a job application

# PHRASES

## Phrases to use for writing a formal Letter to the Government

1. "I am writing to bring to your attention"
2. "I respectfully request your assistance in"
3. "I would be grateful if you could provide information on"
4. "I kindly request that you consider the following matter"
5. "I am writing to express my concern regarding"
6. "I kindly request your prompt attention to this matter"
7. "I look forward to your positive response"
8. "I would be honored if you could arrange a meeting to discuss"
9. "I would like to bring to your attention the following issue"
10. "Thank you for your time and consideration"

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# COVER LETTER

The purpose of a cover letter is to explain to the employer why you are a good candidate for the job. It is a chance to elaborate more on your experience, as a resume can be limiting

## **Job Application Letter**

Joseph Q. 123 Main Street Anytown, CA 12345 555-212-1234 josephq@email.com July 20, 2020 Jane Smith Director, Human Resources Fit Living 123 Business Rd. Business City, NY 54321 Dear Ms. Smith, I'm writing to apply for the position of Social Media Manager for Fit Living, as advertised on your website careers page. I have three years of experience as a Social Media Assistant for Young Living, and I believe I am ready to move up to the manager position. In your job posting, you mention that you want to hire a Social Media Manager who understands the Internet and social media trends. During my time at Young Living, I was given the responsibility of increasing follower numbers on Instagram. I explained to my manager that I would be happy to do so and that I would also work hard to increase follower participation because engagement has become an important metric. Within six months, I increased our followers by over 50% and increased engagement by 400%. I'm very proud of that accomplishment. Currently, I'm working to build a following with the best influencers in our niche. When I saw the job opening, I knew it was the perfect opportunity to offer you both my social media marketing skills and people skills. I've included my resume so you can learn more about my educational background and all of my work experience. Thank you for your time and consideration. Please feel free to email me at josephq@email.com or call my cell phone at 555-555-5555. I hope to hear from you soon. Sincerely, Your Signature Joseph Q.

# LETTER TO GOVERNMENT- PURPOSE

## **Letter to the Government Important Topics**

1. Helps the public to reach out to the government
2. Helps the public to avail public services
3. Helps the public to provide suggestions
4. Bridges the gap between the government and the public

# Your Task

To write a letter to Mrs. Bartlett and Mrs. Hewlett proposing a possible year 10 context trip.

You must connect your trip to a possible context, and outline logistics such as cost, and transportation.

Every student gets a budget of \$50 to use towards trips.

I.e. context: Communication Across the Galaxy

Trip: Stardome to learn about constellations and planets, links to science