

## **LESSON PLAN – Letters of Application**

### **Learning Outcomes**

By completing this task students will be able to:

- Review letter writing techniques.
- Examine a letter of application for work/work experience to determine best practice.
- Create their own letter of application for work/work placement.

### **Preparation and Materials**

- Copies of Info Sheet and Activity Sheets (1) and (2) “Letter Of Application” for each student.
- Access to computers with word processing software is optional.

### **Method**

1. Explain the aims of the lesson using the learning outcomes on Activity Sheet (1).
2. Lead a class discussion and give information stressing the importance of the letter as a first impression of them to the employer.
3. Give out Activity Sheet (1) and give the students 2 minutes to find the five statements that are the odd ones out on the list.
4. The odd ones out are:
  - Not available until...etc
  - Paper with lines
  - Sign off with a smiley face
  - Pink or purple ink
  - Coloured or illustrated paper
5. discuss the good and bad points to remember.
6. Give out the Info Sheet to each student. This offers the student an example letter that they can personalise to suit the needs of the placement and themselves.
7. Ask the students to complete their letter in rough and then copy it out in their best handwriting or word process it as a final draft for use when needed.
8. Give out Activity Sheet (2) and ask the students to complete it.
9. As a class discuss the tips students have come up with. Students can add these to their list.
10. Ask the students what they have learned from the lesson.
11. Summarise the main learning outcomes.

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### **ACTIVITY SHEET (1) – Letters Of Application**

Below you will find a lot of good points to remember when writing your letter of application. Can you find the five points that are “odd ones out”? **Put a circle around the bad advice for letter writing.**

- Not available until after 11.00 on Saturday for interview.
- Well addressed envelope.
- No alterations, neat writing.
- Address by person’ name (find out!) not just “manager”.
- Paper with lines.
- First impressions are very important.
- Blue/black ink only.
- Plain paper no lines.
- Pink or purple ink to get noticed.
- Only 3 folds to the letter.
- Clear handwriting.
- Well laid out letter.
- Availability for interview.
- Coloured or illustrated paper.
- Say how you heard about the job.
- How you meet the job requirements.
- State your needs.
- Typed or word processed.
- Your abilities – do they match?
- Why you want the job.
- Your skills – explain.
- Relevant information.
- Sign off with a smiley face.
- Sell yourself – willing to learn, keen to find out more.
- Polite/concise.

### **ACTIVITY SHEET (2) – Letters Of Application**

**Do's and Don'ts**

Now that you have completed your letter in rough and are happy with the overall presentation and content – make a list of the Do's and Don'ts of applying by letter to help other people, say next years grade 10 students, who will have to do this.

Your suggestions, having gone through the process will be very helpful to them.

<b>Do's</b>	<b>Don'ts</b>

**INFO SHEET – Letters Of Application**

**Sample Letter to Employer – Guidelines**

YOUR ADDRESS  
IN LINE  
DOWN THE PAGE  
POST CODE

DATE IN FULL

NAME OF PERSON  
NAME OF FIRM  
ADDRESS  
IN FULL/INLINE  
POST CODE

Dear (name of person),

Request for Work/Work Experience 7 June – 14 June 2002

In June 2002 Grade 10 at (your school) is involved in two weeks' of works experience. Would it be at all possible to carry out a work placement at (the firm name) as I am extremely interested in an occupation dealing with (state your area of interest).

I am fifteen years old and my interests include (your interests). I also enjoy (state some area of interest related to this particular job).

If it is possible for me to undertake my work experience at (name of firm) I would be pleased to attend an interview at your convenience to discuss the details of the placement and the signing of any official paperwork. I am available for interview after 4.00pm on week days or on Saturdays if this is convenient.

I enclosed a stamped addressed envelope and I look forward to speaking with you.

Yours sincerely,

Signature (PRINTED NAME)