

## Useful phrases

### I. Introductory paragraph

### II. Body of the letter

### III. Follow-up, enclosures, thanks

## I. Introductory paragraph

### 1. Job application

#### Based on advertisement

- *I am applying for the position of ... as advertised (in the March issue of ... /on your website)*
- *I wish to apply for the post of ...*
- *I am writing to apply for (the programmer position) advertised in ...*
- *I am responding to your advertisement for the post of ... that appeared in ...*
- *With reference to the advertisement published in ... I am applying for ...*
- *I am writing to express my interest in the position of ... advertised as being open with your company at this time.*
- *In reply to your advertisement in ... I would like to apply for the position of ...*
- *I would like to apply for the entry-level position in (field) advertised on your website.*

#### Based on information obtained in other ways

- *My colleague, Mr ..., explained that you are interested in (e.g. a programmer) who can ...*
- *Through my supervisor, (e.g. who cooperates with your company), I have learned about the vacancy in (e.g. the Department of Research and Development).*
- *We met at the conference on (e.g. Machine Design) last week. I was impressed with your speech and thrilled to hear that you are seeking young engineers for (e.g. designer) positions.*

#### When there may be no immediate job prospects (but there may be in the future)

- *I am writing to inquire whether there are any openings in your company for (name of position) either now or in the future.*

### 2. Grant application

- *We are pleased to submit this proposal for your review. It requests the total amount of (requested sum) in funding for (purpose).*
- *We are respectfully requesting a grant in the amount of (requested sum) for (purpose, e.g. our project on ...).*
- *Enclosed for your consideration is a grant application for the amount of (requested sum). We believe that the subject of the proposed research would be of interest to (name of funding agency/institution).*

### 3. Course of study/fellowship/work placement/industrial placement/traineeship application

- *I am applying for admission to (name of institution) for (e.g. a one-semester study stay) from (date) to (date) under the (e.g. Erasmus programme).*
- *I am writing to apply for the doctoral programme in (name of subject) at (name of institution) starting in (e.g. the autumn of 2012). From my review of doctoral programmes offered in my field of study it is apparent that (name of institution) has an excellent (name of subject) programme, which matches perfectly my educational background and my*

*current research interests.*

- *In the (name of month) issue of the (name of institution) periodical I found a call for EU graduates to apply for PhD study at (name of faculty/department). I am greatly interested in this academic opportunity as I am fully aware of the high-ranking position of (name of the institution) among higher education institutions in (name of country).*
- *I would like to apply for the work placement/internship presented by your company at (e.g. the Job Fair) held at (name of institution) on (date).*
- *I am greatly interested in working in your company as a trainee from (date) this year till (date) next year. I would be grateful if you could inform me under what conditions you accept trainees.*

## **II. Body of the letter** (second paragraph/second and third paragraphs)

- *I have/hold a (name of degree) degree in ... from ...*
- *My coursework included ...*
- *The topic of my Master thesis was ...*
- *My qualifications are as follows: ...*
- *In addition, I have extensive/long/wide/relevant experience of ...*
- *Currently, I am a first/second/third-year PhD student at (name of university/faculty/department) specializing in ...*
- *I am studying for a PhD degree in ...*
- *I am a PhD student at (name of university/faculty/department).*
- *I am on a PhD course at (name of university/faculty/department).*
- *My research interests include ....*
- *My key strengths that I possess for success in this position include: ...*
- *I am confident that my education and skills give me an ideal background for the position of ...*
- *My educational background and technical skills are well-suited to the goals of your company.*
- *As you can see, I have a firm foundation in (electrical engineering).*
- *I feel that my qualifications match your requirements.*
- *I feel I would be a suitable candidate for ...*
- *I believe that my educational background and technical experience will make me a very competitive candidate for this position.*
- *The position of ... strongly appeals to me because ...*
- *I am confident that with my skills I can make a contribution to your company.*
- *I would like to bring my skills and experience to work for you.*
- *The accompanying CV should give you an idea not only of my past achievements but also of my potential for making a significant contribution to your company.*

## **III. Follow-up, enclosures, thanks** (third paragraph/third and fourth paragraphs)

### **Expressing interest in the follow-up**

- *I would appreciate the opportunity to meet with you to explore how I can contribute to your company/organization.*
- *I look forward to meeting with you to further discuss my educational background and skills.*
- *I look forward to speaking with you personally to discuss your specific needs and my ability to meet them.*
- *I would like to discuss my qualifications with you and further explain how I can contribute*

to ...

- I believe that I can make a positive contribution to ... and look forward to discussing my capabilities in more detail.
- I look forward to meeting you soon.
- I look forward to hearing from you.

#### **Saying how and when**

- I am available for an interview at your convenience.
- I am available for a personal interview at your earliest convenience and may be reached at the telephone number/e-mail address above.
- I would like to meet with you to discuss the position in more detail and will call next week to see when your schedule might allow time for a brief meeting.
- I will contact you early in (November) to set up an interview at your earliest convenience.
- I would very much like to arrange for an interview. I will call your office the week of 10 May (year) to establish a convenient time for us to meet and further discuss my qualifications.
- If you have any questions, please call me at ... or e-mail me at ...

#### **Referring to enclosures**

- Please find enclosed my CV/the names and addresses of referees.
- You will find my CV enclosed.
- Enclosed with this letter is my CV.
- The enclosed CV gives a detailed account of my qualifications and experience.

#### **Thanks**

- Thank you for your time and consideration.

#### **IV. Notes**

- In English, the pronoun "I" is always capitalized; "**you**", however, is never capitalized.
- **Use abbreviations only if you have previously written out what the abbreviation stands for.** That is usually done by putting it in brackets.

*University of West Bohemia (UWB)*

*Czech Technical University (CTU)*

- Avoid the following **mistakes:**

Wrong

*in/with **the** reference to ...*

*the position/post of **the** Design Engineer*

*in reply to your letter **from** 10 October*

*I **absolved** the University of ...*

*I have an Engineering **diploma***

*I am studying a PhD degree*

Right

*in/with reference to ...*

*the position/post of Design Engineer*

*in reply to your letter **of** 10 October*

*I **graduated from** the University of ...*

*I have a Bachelor's/Master's **degree in** ...*

*I am studying **for a** PhD degree*