

IELTS Formal Letter Sample

Question:

You are looking for a full-time job. Write a letter to an employment agency. In your letter:

Introduce yourself

Explain what sort of job you would like

Say what experience and skills you have

Begin your letter as follows: Dear Sir/Madam,

You should write at least 150 words. You should spend about 20 minutes on this task.

Sample Answer:

Dear Sir/Madam,

I am writing this letter to express my interest to start working for a full-time job.

I am Robert, a recent graduate from York University. I completed my MBA in marketing in the year 2022. I stay in Ontario and am presently searching for a full-time job that matches my field of education.

I am looking for a job in the corporate finance sector and am ready to dedicate my full-time to the job. I am also seeking to learn a lot from my first job.

During my studies I have completed an internship at a leading fintech company as a finance intern. I have good financial reporting and logical reasoning skills and can complete my assigned tasks on time.

It would be great if your agency can find me a suitable role in a good company. I look forward to hearing from you soon and registering with your agency.

Your Faithfully,
Robert Reeds.