English 9

**Letter Writing**

Assignment:

Write a letter of application to the mayor of Wells, Mr. Frank Schubert as if you were Bill Gillespie applying for the police chief position.

Writing Suggestions:

1. As a letter of application is a business letter, your writing should be clear and correct, as well as courteous.
2. Mention what job you are applying for and how you know about the vacancy.
3. The first paragraph of the letter is important. It should arouse the interest of the mayor by stating why you are interested in the position.
4. Convince the mayor by mentioning your qualifications. Since Bill’s experience is not related to the job of police chief, also include personal qualities that would make him a suitable candidate for the job. Consider what qualities would be required for the police chief of Wells – ex. A good lawman who would maintain traditional race relations.
5. Ask for an interview and show that you are willing to come at any time suitable for the mayor’s schedule.
6. Include a greeting and closing for your letter