

Mesleki Yabancı Dil 2 Dersi

Ankara Üniversitesi Elmadağ Meslek Yüksekokulu

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(Bu çalışma Marija Krznaric tarafından yazılmış ELECTRICITY AND ELECTRONICS isimli kitaptan alınan özet bilgilerle hazırlanmıştır.)

Hafta 2

SOME TEMPLATES THAT COULD BE USED IN APPLICATION LETTERS

- I am writing to apply for the post of Sales Consultant advertised in today's edition of "The Guardian".
- I enclose my curriculum vitae for the position, work of Program Manager.
- As you will see from the enclosed CV, I have had several years' experience of Export Sales.
- I graduated from Manchester Technical College with an HND in Electronic Engineering.
- At present, I am employed by Unisys, where I work in the Customer Services Department.
- I would be grateful if you could send me an application form.
- While I was at Dell, I was responsible for the day-to-day running of the Technical Services Department.
- At Data International my duties included installing and testing new computer systems.

- I look forward to hearing from you.
- I enjoy working with like-minded people and I am ready to take on a management position in your company.
- Thank you for your time and for considering me for the position.
- I have included my resume and will follow up with an email next week to see if I can offer any more information.
- During the 6th term I completed student's practice in an electronics company. This provided valuable experience in the design, development, and production of electronic equipment and accessories.
- I am now looking for a permanent position in a dynamic, interesting and challenging working place which would give me an opportunity to fully realize my interests and qualities and to continue my education.
- I am confident that with my relevant qualifications, knowledge of English, as well as my personal qualities, I will be able to satisfy all your requirements.
- Hoping that you would take my application under serious consideration.