



Spot the good & bad bits - answers

Trainee windscreen fitter

Dear Mr Proto ⁽¹⁾
₍₂₎

I am writing to apply for your job as a Trainee Windscreen Fitter⁽³⁾. I think I would enjoy this sort of work as I spend a lot of time helping family and friends to repair their cars⁽⁴⁾. I also go to car maintenance classes at Coltree Evening Centre⁽⁵⁾.

I am enclosing my CV and hope to hear from you soon⁽⁶⁾.

Yours sincerely,

This letter certainly gives a lot of useful information but could be improved nevertheless:

- 1) The writer has bothered to phone Screensafe and find out who to address the letter to. This shows initiative.
- 2) Always put a heading on your letter. It makes it easier to read and refer back to. If the organisation is advertising several vacancies it makes it easier for them to keep track of which letters belong where.
- 3) Tell the employer where you saw the advertisement.
- 4) This sentence is both good and bad. It comes across as enthusiastic and that's always good, but it also seems rather as if you're telling the employer what they can do for you rather than what you can do for them. Perhaps it could be re-worded along the lines of, 'I have experience of stripping engines and replacing spare parts. I have helped re-spray an old Mini. I very much enjoy this type of work and go to Car...'
- 5) Good to mention going to evening class, it shows real commitment.
- 6) Why not make this last sentence more sparky? 'I am enclosing my CV and hope you will feel that I have the qualities to make a good windscreen fitter.'

Red2Green's Stepping Stones training sessions

Red2Green ♦ Harvey's Barn ♦ Park End ♦ Swaffham Bulbeck
Cambridge ♦ CB25 0NA
Registered charity no: 1112429



Administrator

24 Aries Street
Cambridge
Cb4 2eX ⁽¹⁾
⁽²⁾ and ⁽³⁾

Personnel officer
Unneedus Employers
P O Box 136
Cambridge
CB2 1AX

19 September ⁽⁴⁾

Dear Sir ⁽⁵⁾

I refer to your advertisement in last Saturday's 'Daily News' and I feel that I have all the necessary requirements for this position ⁽⁶⁾.

After spending several weeks during my school holidays and on work experience, working in the offices of several firms ⁽⁷⁾, I am confident that I am suited to this particular situation.

I have attached a copy of my CV for your perusal. Please note that I can be contacted by telephoning my Uncle on 2189933 ⁽⁸⁾

Yours truly ⁽⁹⁾

(scribbled signature) ⁽¹⁰⁾
⁽¹¹⁾

- 1) Letters should be upper case in postcode
- 2) Telephone number missing
- 3) Email address missing
- 4) Date is past closing date
- 5) Assumes the reader will be a man
- 6) Didn't state the title of the job
- 7) Should have given examples of which firms, what type of work experience and perhaps some dates
- 8) Good in that they pointed out that they didn't have their own phone
- 9) Should be yours faithfully
- 10) Signature too difficult to read, and because there's no typed name at top or bottom of the letter, reader will not know the name of person applying
- 11) Should have enclosures listed.