Worksheet for students

It´s your turn! It´s always good to make a plan for a letter before you write it. One way to plan is to use sticky notes. This helps you to check that you´ve included everything you want to say. You can also move the sticky notes around into the order you want.

Mona saw an advertisement for a learning support assistant in a local school. She wrote a letter to the secretary of the school enclosing her curriculum vitae (CV). First she wrote down on a sticky note each point she wanted to include in her letter:

My work as a volunteer

I enclose my CV

I would like to apply for the post

My paid experience

Where I saw the advertisement

My qualifications

**Arrange the notes into the order you want for your letter!**

**Write your letter!**