

## Teaching unit 18: Good or bad grammar?

### Letter: grammatical usage in a job application letter

Dear Mr Darcy,

I am writing to apply for the IT manager position advertised in *The Times*. As requested, I am enclosing my job application including all required certificates. Having worked as an IT administrator, the job seems to be the perfect match for my skills and experience.

My responsibilities included maintaining appliances and documentation, planning new acquisitions as well as helping and educating users. I worked close with IT management which allowed me to gain insights and experience in the field of IT management. Having worked in my previous company for four years, my aspiration after a new challenge has taken over and made me seek a job in IT management.

With my Master's degree in Computational Sciences I have obtained a solid understanding of programming and IT networks. Moreover, I am fully aware of the importance of keeping up-to-date with new technological developments. I know how to effectively set goals and achieve them. And furthermore, I have the ability to grow with a job and handle tasks responsible.

Working as an IT manager in your company is a very unique opportunity. And I believe that my previous work experience as well as my educational background will make me a suitable candidate for this position. I am confident that this job will impact my future career considerably.

Thank you for your consideration.

Faithfully,