

**STEP 2 READ AND TRY TO UNDERSTAND THE APPLICATION LETTER**

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October 4, 2009

Mr George Plooney  
 Big Apple Circus  
 401 7th Avenue  
 New York, New York 10001 USA

Dear Mr Plooney,

I am writing to apply for the job of circus performer advertised in the New York Times. As requested, I enclose a completed job application, my résumé and three references.

This opportunity is very interesting, and I believe that my experience and skills will make me the ideal candidate for this post. My main strengths are that:

- I have already entertained audiences in a shopping centre as a mime artist.
- I like performing in front of an audience.
- I have an excellent sense of balance, and I have also learnt to do trapeze.

I can monocycle and juggle. I learnt these skills in a summer camp two years ago.

Please see my résumé for additional information on my experience.

I can be reached any time on my cell phone 555-356-4782. Thank you for your time and consideration. I look forward to meeting you to speak about this employment opportunity.

Yours sincerely,  
 Ian Dobson

1. Look at the presentation and read the first paragraph. Find the type of document.  
This document is an application letter because I read "I am writing to apply for the job of"
2. Find the subject of the document. The applicant would like to work as a circus performer.
3. Look at the top and the bottom and identify - the sender : Ian Dobson -the addressee : Mr George Plooney
4. Sum up (recap) the information.  
This document is an application letter. The applicant, named Ian Dobson, is writing to apply for the job of a circus performer. The letter is sent to Mr George Plooney, who must be the manager of "Big Apple Circus" located in New York, USA.
5. Look at paragraph 2. Pick the transparent words and say if they refer to the applicant (person) or to the job.

Applicant	Job
my experience / ideal candidate	opportunity / interesting / this post /

6. Pick out the verbs in the next 3 sentences and classify them according to their tenses

present perfect	simple present
I have already entertained audiences in a shopping centre I have also learnt to do trapez	I like performing in front of an audience I have an excellent sense of balance

Conclude : this paragraph is about the candidate's experience, tastes, and skills.

7. Read the next line and note down the verb group : I can

Conclude : This line is about his abilities/capacities = what he can do