

Work Experience

W20008

Academic Year: 2006/7

Preparatory Study 5 – Business Letter

This is intended to be a brief assignment.

Some aspects of this assignment may be re-examined in more detail later in the year.

Read the notes below first.

Application Letter Writing

Write a letter of application to your prospective Work Experience employer. *If you have not determined a suitable place for this yet, write a substitute business letter to...*

Mr P. Jenkinsop

Manager

Kilworth Plastics

Kilworth

Co. Cork

... seeking employment temporarily for the duration of your work experience. You are seeking experience working in a computerised office environment to assist you in achieving your FETAC Level 5 award in Information Technology from this College.

Use Business Letter Tutorials from The Internet and what you have learned about letter writing in Communications & elsewhere to learn how to format the letter appropriately.

Provide appropriate details including dates, return addresses etc.

Guidelines

- The completed letter should be attractively formatted and spaced well on an A4 page.
- The letter should be standard formatted (see sheet on standard formatting).
- The assignment should be submitted on paper with cover sheet using the submission box in Room 15
- The assignment should also be submitted electronically by attachment using the filename **PreparatoryStudy05** in an email with the subject line **WEXP05** to **fachtna@fachtnaroe.com**
- Successful submission will generate an automatic email receipt in due course.
- The deadline for this assignment is: **15:15, Wednesday, 20-12-2006**