

Persuasive letter

Commander Spencer St Mary's Catholic Academy Ford Green Rd, Stoke-On-Trent ST6 8EZ
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Dear Commander Spencer,

Introductory sentence - Why are you writing?

I am writing to you now to express my sincere interest in your advert for a teaching position at St Mary's Catholic Academy. In addition, I am also contacting you now to offer myself for this extremely privileged position.

Paragraph one: Why do you need the job? Use emotive language

I must confess that this job is needed under the gravest of circumstances. After losing my job, which was at another primary school three years ago, I have since lost my family, my home and everything that I own. It has been a terrible time for myself over the last few years causing me to feel alone, neglected and impoverished.

Paragraph two: What can you offer? Use power of three

This is where you come in- use your sentences using a power of three to explain how brilliant you will be for the job.

Paragraph three: Give details about why you would like to work there. Be very polite about the school - Use superlatives.

I would be very grateful to work at such an amazing, school. I believe St Mary's to be the greatest, most creative and fun school to be a part of. I have also heard that the

pupils of St Mary's are the hardest working children within the local area and furthermore, I believe there to be nowhere that is as enjoyable to work as your wonderful establishment.

Concluding sentence linking to the beginning.

Overall, I would be forever grateful to be a part of the school and I look forward to hearing from you soon in regard to this job advertisement.

Choose a way to end your letter

yours sincerely

yours faithfully

Best Wishes

kind regards

----- (Your Name).