

How to write a formal letter

Possible reformulations

Letter 1

Studentska 23
301 00 Pilsen
Czech Republic
Tel: ++420 37.
E-mail:

11 September 2010

Ms Rosemary Parkin
Secretary
Department of Electrical Engineering
The University of Nottingham
20 Maybank Road
Nottingham NG7 2RD
United Kingdom

Dear Ms Parkin,

Application for fellowship at the Department of Electrical Engineering

I am replying to the advertisement published on the University of Nottingham website. I studied Electrical Engineering at the University of West Bohemia, Pilsen, and completed my Master's degree studies/received my Master's degree six years ago. Since that time I have worked/have been working as a test engineer in the BRUSH SEM Company, which produces turbogenerators. Half a year ago I started my doctoral studies/I enrolled for the PhD study programme in (name of programme) at the same University.

I would appreciate the opportunity to join your Department and gain experience of work and study abroad/in the UK/in a foreign country. I have ample practical experience with measurement of electrical and non-electrical values. I am confident that I would be a helpful member of your team.

If you find my application interesting, do not hesitate to contact me at my e-mail address. You will find my CV enclosed with this letter.

Yours sincerely,

(signature)
Ing. Jiri Cerny

Encl CV

Letter 2

Dear Professor Smith,

My Erasmus study programme at (name of institution) has finally been approved. Let me briefly introduce myself before we have an opportunity to meet and discuss my work and study at your Department.

I am in the third year of my PhD study at the University of West Bohemia, Pilsen, Department of Power Engineering and Ecology. The title of my doctoral thesis is Model of the Electricity Market in the Czech Republic. The aim of a part of my doctoral thesis is to design software for short-term prediction of electricity consumption based on time series analysis. I am creating this software in Matlab. I would also like to mention the projects in which I participated at the Department. Last semester I worked, together with my colleagues, on a voltage stability project. My task was to carry out simulations of a selected part of the power network in the Simulink platform. My next project dealt with electricity distribution automation. Its aim was to find the optimal number of new elements in the power network that would help to reduce the amount of undelivered electricity. My latest assignment started in January this year. I received a grant to design a laboratory where students will measure the power factor correction.

I look forward to participating in projects done at your department and I also hope that I will be able to continue working on my doctoral thesis. I am confident that there will be time to discuss all these points in more detail when we meet.

Letter 3

Dear Mr. Reis,

It was a pleasure to meet you at the ICM11 conference in Italy last week. I am very interested in your offer of a work placement in Portugal.

I graduated from the University of West Bohemia, Pilsen, in 2008. Afterwards I enrolled for a PhD course and also started working for COMTES FH, a company focusing primarily on research into new materials and heat treatment technologies. Their employees' education and experience gained abroad are very important for this company. The theme of my research is
I would like to acquire as much information as possible in this area and use it in my PhD thesis/dissertation.

Please could you let me know when it would be possible to begin my work placement. It would be for a period of three months, as we agreed.

Letter 4

To whom it may concern,

I am writing with regard to your advertisement at the Job Fair held at the University of West Bohemia, Pilsen, on 30th November as I would like to apply for a job in your company.

I graduated from the University of West Bohemia, Faculty of Mechanical Engineering, Department of Materials Science in 2007. I am now in the second year of my PhD studies at the same Department. I also work at the Research Centre of Forming Technology, Fortech. I would like to highlight

my knowledge of German acquired during a one-year work placement in Chemnitz, Germany, and also my knowledge of Russian and English. I can start work from 1st January 2010.

I would be happy to come for an interview where we can discuss my knowledge and experience. Please contact me at the address or telephone number above.