

Phrases utiles

En-têtes

Quand vous écrivez à quelqu'un que vous connaissez peu ou pas du tout, la formule la plus courante est *Dear*.

- *Dear Sir*
- *Dear Madam*
- *Dear Sir or Madam*
- *Dear Sirs*
- *Dear Mr Dixon*
- *Dear Mrs Dixon*
- *Dear Ms Dixon*

Expressions utiles

I am writing in response to your advertisement in [publication]

I wish to enquire about the vacancy for a [job title]

Thank you for your letter of [date] offering me the post of ...

I am delighted to accept the position of [job title]

I look forward to starting work with you.

Formules de politesse

Thank you for considering this application

I should be pleased to attend an interview

Please do not hesitate to contact me on the above number if you should require further information

I look forward to hearing from you

Si vous connaissez le nom de la personne :

- *Yours sincerely*

Si vous ne connaissez pas le nom de la personne :

- *Yours faithfully*