**Writing skills practice: Applying for a job – adverts and email**

**Football Trainer Wanted**
UNIVERSITY OF HOBNOR football team.
Do you like football?
Can you teach football?
Can you organise a group of people?
Can you speak English?
Can you drive a car?

Yes? Send us an email at jobs@uoh.edu.uk-sports

---

**Top Tips for writing**

1. The address of the person you write to.
2. What the message is about.
3. Beginning. We don’t know the person, but we can write the name of the organisation.
4. Introduction. Why you are writing.
5. Main part of the email.
6. End of the email.
7. Name of the person who writes the email.