



Proofreading a job application letter - answers

When you write a letter to apply for a job, it's important to make a good impression. There are a lot of **mistakes** (in bold) in this letter!

Church Cottage
Livermore Road
Benford
Wiltshire

1 May 2011

Dear Sir or **Madame**

I wish to apply for the post of office **asistant** that was advertised in last **wednesday's** Daily Star.

I left **collage** last summer with Level One certificates in basic accounts and keyboard skills. I then started work part time in **september** at Longley's Garage in Bassingford and I worked **their** for six months before being made redundant. My job involved entering data into the computer system, **fileing** and photocopying.

I am now looking for a full-time job **witch** offers me the chance to learn new computer skills and develop my career.

In my spare time **i** enjoy **swiming** and going to the cinema with **freinds**. I have just **past** my driving test and **have** my own transport.

I enclose a copy of my **cv** and look forward to hearing from you soon.

Yours faithfully

David Grey

There are five spelling mistakes in this text: **Madame, asistant, fileing, swiming, freinds**.

The correct spellings are: **Madam, assistant, filing, swimming, friends**.



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The writer has also used the wrong word in some places, for instance: **collage**, **their**, **witch** and **past**. This type of word is called a **homophone** - homophones are words that sound the same (or similar) but are spelled differently and have different meanings. The correct words in this letter should be: **college**, **there**, **which** and **passed**.

Some words need capital letters because they are days of the week or months of the year, for instance **Wednesday** and **September**. **CV** should be in capital letters.

Don't forget that 'I' always has a capital letter when it's a word on its own.

Finally did you spot that there was a word missing in the paragraph starting 'In my spare time... '?