Planning sheet   Date:

Useful phrases or words:
Dear Captain   I am writing to ………inform you that / introduce myself / to explain / to describe my qualities and skills.

Useful persuasive words and phrases: Firstly   Secondly   Thirdly   Finally
In addition …..   In conclusion ….. Furthermore ….. For this reason …. I feel that ….. It is certain ….   Surely …. Undoubtedly …….   **Yours sincerely** ….

Paragraph 1 – why are you writing the letter?

Paragraph 2 – what is the main reason that you should get a job on board?

Paragraph 3 – what is the **next** most important reason that you should get a job on board?

Paragraph 4 – what else do you have to offer? Why are you better than the others?

How will you finish off your letter?