

## National 5 Spanish

## Course Writing

### Openings

Estimados señores

Dear sirs (If you are not sure who you are writing to)

Estimado señor

Dear sir (if it is clear from the advert you are writing to one man)

Estimada señora

Dear madam (if it is clear from the advert you are writing to one woman)

### **First Line**

*Both options mean you are writing to apply for the post. You may have learned another way of doing this.*

**Le** escribo para solicitar el puesto de..... If writing to 'Dear sir/madam'

**Les** escribo para solicitar el puesto de.....If you are writing to 'Dear sirs'

*Onto the end of the sentence you can add the job from the advert. Choose the correct form for your gender if there is more than one option. e.g.*

Cajero/cajera

Dependiente/dependienta

Asistente

*If you are not clear from the advert what the job title is you can just say:*

**Le** escribo para solicitar el puesto

I am writing to apply for the post

### Closing

Gracias por su atención

Thank you for your attention

Le saluda atentamente

Yours sincerely (to one person)

Les saluda atentamente

Yours sincerely (to more than one person)