

Suggested outline for response to advert – use this to make notes but I do not need to see this. I just want to read your final email.

Paragraph	Content
Opening	Explain which agency you want to apply for and why
First paragraph	Why you think you would be good for the position - what skills you have - and experience you have
Second paragraph	What you think you have to offer the British Government – in terms of your values/ personality.
Closing paragraph	Be polite and confident in the way that you close the email.

Remember some of the persuasive techniques that we have used in class:

- Power of three (ie give three examples/use three adjectives)
- Emotive language –
- Exaggeration