

# IELTS General Training - Task 1: Application & Resignation Letters (Samples)

## Sample 1: Job Application Letter (Band 9 Model)

Dear Hiring Manager,

I am writing to apply for the position of Marketing Assistant, which was advertised on your company website last week. With a Bachelor's degree in Business Administration and two years of experience in digital marketing, I believe I am well-suited for this role.

During my time at ABC Company, I was responsible for managing social media campaigns and analyzing engagement metrics, which resulted in a 25% increase in online visibility. I am confident that my skills in content creation and data-driven marketing would make a valuable contribution to your team.

Please find my résumé attached. I would be grateful for the opportunity to discuss how my background aligns with your company's goals. Thank you for considering my application.

Yours sincerely,  
Emma Johnson

## Sample 2: Resignation Letter (Band 9 Model)

Dear Mr. Thompson,

I am writing to formally resign from my position as Customer Service Representative at Bright Solutions, effective two weeks from today. My last working day will be March 15th.

This decision was not made lightly; however, I have recently been offered an opportunity that will allow me to further develop my professional skills. I am truly grateful for the support and experience I have gained during my three years with the company.

I will do my best to ensure a smooth transition before my departure, including training my replacement and completing any outstanding tasks.

Thank you once again for your guidance and understanding.

Yours faithfully,  
Michael Adams