**Writing Application Letters**

**Writing** the Opening Part

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| Student: |  | Date: |  |

**Write your opening part.**

Read about opening strategies. Then use them to write the beginning of your letter of application.

In the first part of your letter, you should do two things.

* **Identify the position that you are applying for.**

*I am interested in going to SeaScapes Scuba Camp this summer.*

* **Tell what you know about the organization, such as where you learned about it.**

*I read about your camp in the most recent issue of Scuba Kidz magazine. I understand that your camp is for kids aged 10 to 16 with all different levels of experience.*

**Opening Paragraph**