

Suggested structure to extra writing topic of Unit 7

Greeting	- Dear Sir/ Madam,
Introduction	- apply for the position of Supporting Actor in a comedy
	- advertisement on the Internet dated 25 th May 20XX - With my personality, experience and skills, I believe I am a suitable candidate for the post
Body	- passionate about acting - a fan of Stephen Chow - deeply admired him as one of the most popular actors and directors in Hong Kong - inspired by the professionalism of the film industry - wish to be a successful actor in the future
	- a member of the Drama Club in school - knowledge about film-making - read a lot of playscripts - played the main role and the supporting roles in the past - won interschool competitions - I believe the experience is useful for the job.
	- I am a natural actor. - good acting skills - sense of humour - good memory to memorise my lines and moves while acting - open to suggestions by the others - willing to make a commitment to film-making - I believe that the job can help with my future career as an actor.
Conclusion	- Attached please find my CV for your reference.
	- I would appreciate it if you could grant an interview. - Thank you.
Closing	- Yours faithfully,