From students to professionals

Séance 4 : applying for a job

Exercice 2 :

Read the cover letter. Fill in the chart with the words expressing the skills and qualities of Emma Watson.

Emma Watson
210 Brand Bvd
Glendale, CA
818-696 2149
emma.watson@gmail.com

January 9, 2018

Mr Peter Higgins
Hiring Manager
McDonald's
Gendle - Glenoaks
Glendale, CA

Dear Mr Higgins:

I am very interested in applying for a **Crew Member* position at McDonald's** Glendale City. As a hardworking, honest and friendly high school graduate, I have lots of energy and enthusiasm to offer to this position. I'm confident that my abilities will enable me to become a key member of McDonald's.

My summer employment at Burger King has prepared me well to work in a fast-paced environment. Being a friendly and passionate multitasker, I find it easy to converse with customers while placing their orders correctly. I am able to greet customers, handle cash, and assist kitchen staff and ready to perform every other assigned task. I understand the need to be cheerful in all circumstances, especially during stressful times on weekends.

Due to my strong adaptability and willingness to learn and deliver on a continuing basis, I am able to train new crew members in terms of customer services, food preparation and packing and other duties.

My attached resume will provide you with a detailed account of my experience and skills. I'd like to meet with you in order to discuss this job opening in detail. I'll call you in the week of January 15th to follow-up on my job application – and will be available on my cell at 818-696 2149 in the interim.

Thank you for your time and consideration.

Sincerely,

Emma Watson
Attached: Resume

skills	qualities

Exercise 3 :

Imagine you're applying for the job. What are **your** skills and qualities ?

CAREER OPPORTUNITIES

ARCHITECTURE ASSISTANT

- Minimum Qualification: GRADUATE
- He should have full working knowledge of CIVIL ENGINEER, ARCHITECT.
- He should have full knowledge of Architecture software(Auto CAD, 3ds Max).
- Experience required 2 year in architecture field.

Market based remuneration will be offered to selected candidates. Interested candidates should send their detailed resume with recent photograph within 10 days of advertisement on appended address.

Jay+Enn Safety Group
Office # 06, 2nd Floor, Sitara Tower Civil Lines, Faisalabad.
Phone: 041-26 37 000 / 0300-6660831 (Call Time:09am-05pm)
Email: fsdcareer@jayennsafety.com

My skills :
My qualities :

LIVEWORKSHEETS