

A COVERING EMAIL

ANNOUNCEMENT

You're going to apply for a job in a Spanish Academy
 Vas a solicitar un puesto de trabajo en una academia española

IMPORTANT*:

Main Word: ■
 Grammar: ■
 Vocabulary: ■

STRUCTURE

Paragraph	Main Word	Grammar	Vocabulary
1	0. From 1. To 2. Subject		
2	3. Dear. 4. Apply	Dear Sir/Madam*,	
3	5. Qualifications		
4	6. Attach I attach my CV 7. Ending	Yours faithfully*,	

MÉTODO ISO - JMB

0. From

Jesus Martinez <martinez***@gmail.com>

1. To

spanishacademy***@gmail.com

2. Subject

Job application

3. Dear

Dear Sir/Madam*,

4. Apply

I am writing to apply for a job in your Spanish Academy.

5. Qualifications

I am qualified teacher and I've been working as a teacher since February 2010.

I speak English very well (level C1).

6. Attach

I attach my CV

7. Ending

I look forward to hearing from you

Yours faithfully*,

Jesus Martinez

0. Desde

Jesús Martínez <martinez***@gmail.com>

1. Para

spanishacademy***@gmail.com

2. Asunto

Solicitud de empleo

3. Estimado

Estimado señor/señora,

4. Solicite

Le escribo para solicitar un puesto de trabajo en su Academia Española.

5. Calificaciones

Soy profesora titulada y trabajo como profesora desde febrero de 2010.

Hablo inglés muy bien (nivel C1).

6. Adjuntar

Adjunto mi CV

7. Finalizar

Espero tener noticias tuyas

Atentamente,

Jesús Martínez

0. From

Jesus Martinez <martinez***@gmail.com

1. To

spanishacademy***@gmail.com

2. Subject

Job application¹

Dear Sir/Madam*,

I am writing to apply for a job in your Spanish Academy²

I am qualified teacher and I've been working as a teacher since February 2010³

I speak English very well (level C1). I attach my CV.

I look forward to hearing from you.

Yours faithfully⁴,

Jesus Martinez

PASOS PARA CREAR PRODUCCIÓN ESCRITA (WRITING) U ORAL (MONÓLOGO) DE NIVEL SUPERIOR:

- 1.- Reconociendo si se pide hacerlo texto formal o informal y seleccionamos el **listado de favoritos** que le corresponde a dicho registro (link: _____), hay que tener en cuenta encabezado y cierre...
- 2.- **Frases elementales** de esta producción (página superior de A1-A2) a niveles superiores, las pasamos a nivel B1-B2-C1 con el objeto de titular o mejorar nuestra expresión del idioma, y para ello...
- 3.- Enriquecemos el texto con expresiones de nivel pero amoldándolas de tal forma que el texto tenga sentido, haciendo pequeñas modificaciones del mismo si se precisan.

0. From

Jesus Martinez <martinez***@gmail.com

1. To

spanishacademy***@gmail.com

2. Subject

Job application¹

Dear Sir/Madam,

I am writing to apply for a job in your Spanish Academy²

I am qualified teacher and I've been working as a teacher since February 2010³, so it is fair to say¹⁰ I speak English very well (level C1) yet² I am broadening my horizons²⁸ with other languages. Last but not least²² I attach my CV, , it is worth highlighting²⁶ if there is a chance interview, I can explain how the potential in me would be a great asset for your company.

I look forward to hearing from you.

Yours faithfully⁴,

Jesus Martinez