

EVERYDAY LIFE

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JOB APPLICATION

WORKSHEET

EXERCISE 1: SCUBA INSTRUCTOR WANTED

WANTED! Scuba instructor for summer course in Los Angeles area. Must have a certificate. Experience and reference necessary.

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From: Christopher Martin

To: Scuba Diving LA

Subject: Application – Scuba instructor

My name is Christopher Martin. I live at 37 Sunset Blvd., Los Angeles. My email address is cmartin01@happymail.com and my phone number is (3102) 555-0608.

I went to Jefferson High School from 2010 to 2014. In 2014 I started at California State University, Long Beach, where I am studying marine biology. I will graduate in June 2017. I got my scuba-diving certificate in July 2013. In the summers of 2013 and 2014 I gave scuba-diving lessons in Hawaii. In the summer of 2012 I was a swimming instructor for a summer camp for nine- to twelve-year-old children.

I can swim very well and I can scuba dive. I can also type and use a computer (I know the programs Microsoft Word and Excel.) My ex-supervisor in Hawaii is Jim Martella. He is the manager of Tide Times, the scuba shop in Honolulu. His phone number is (808) 555-6601. You can call him in the mornings.

Yours faithfully,

Christopher Martin

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PERSONAL DETAILS

First name Christopher

Last name _____

Address _____

Email _____

Phone _____

Education:

Relevant experience:

Skills:

References (please include work details and contact numbers):
