

Job Opportunities

Blue Line Cruises

Important Cruise Line is looking for hardworking, highly creative and energetic personnel for its Caribbean route.

PHOTOGRAPHERS

Do you have:

- a diploma in photography or one year's relevant experience?
- 2 A-C levels in your final exams?
- Knowledge of 2 languages?

Interested candidates are invited to send a cover letter to:
Blue Line Cruises ~ 24 Cavendish Grove, London.

LETTER OF APPLICATION (1)

Look at this job advertisement and read Jenny's letter of application.

Blue Line Cruises
24 Cavendish Grove
London

9th April, 2010

6 Freeland St.

Greenwich

London

Dear Sir or Madam,

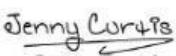
(1) I have seen your advertisement for photographers in 'The Evening News' (1) (B) _____

(2) My name is Jenny Curtis, and I am 20 years old. At school, I (2) _____ and two B passes (Spanish and French) at Advanced level. Since I finished school two years ago I have been working as a photographer's assistant for a local newspaper.

(3) (3) _____ and I really like to travel; I would welcome the opportunity to work on a cruise ship. (4) _____ and I enjoy working with people very much.

(4) I would be available for an interview at any time and (5) _____. I look forward to hearing from you.

Yours faithfully,


Jenny Curtis

1) Choose the appropriate phrase below to complete the gaps in the letter. Write (a) or (b)

1- (a) and I thought that's the job for me!
(b) and I am writing to apply for the post.

A / B / D

2- (a) obtained A-B grades in 7 final exams.
(b)-ended up with 7 A's and C's.

3- (a) I have always been interested in photography.
(b) I've always enjoyed taking photos of my family and cats.

4- (a) My friends think I'm really funny, I've always been popular.
(b) I think I am a very self-motivated and hardworking person.

5- (a) I can supply you with the names of two references.
(b) If you want, you can phone two of my friends – they said they'd be references.

2) Justify your choices. Use ONE of the followings

(A) Contractions	(B) Informal punctuation
(C) Irrelevant information	(D) Words/expressions used in everyday speech



3) Match the descriptions below with each paragraph of the letter (write the number of the paragraph)

a. Availability, references. c. Reasons for writing.
b. Relevant qualifications and experience. d. Reasons for wanting the job.

4) Now that you have completed the letter, answer the following questions:

a. What's the name of the company and where is it located?
b. What sort of person is needed for the job?
c. Did Jenny study photography?
d. Do you think Jenny is suitable for the job? Why?

5) Read the following job advertisement which appeared in yesterday Daily Newspaper, and fill in the blanks using the following words:

(a) dynamic	(b) candidate
(c) graduate	(d) salary
(e) requires	(f) experience
(g) CV/ resumé	(h) cover

HOTEL MANAGER

A well established group (1) — HOTEL MANAGER for its prominent 3-Star Hotel.

Competent, self-motivated and (2) candidates will be appreciated.

The (3) should be a (4) in Hotel Management and having at least 10-years (5) in a reputable Local or International Hotel. Eligible candidates may submit their (6) along with (7) letter mentioning their expected (8) latest by **10th June** at given email address :

hrd3588@gmail.com