

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
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!

A / B / D

(b) and I am writing to apply for the post.

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

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

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

(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