

Task 1

Choose the correct answer.

1. Which of these is the best subject line?
a. Jobs b. Application for IT consultant position c. IT consultant d. Job advertisement
2. Which of these should you NOT use to start a cover letter or email?
a. Dear Mr Kelly, b. Dear HR Talents, c. Hi Stephen, d. Dear Sir/Madam,
3. Which of these phrases can you use to complete this sentence? I'm writing ... the job advertisement for the position of IT consultant.
a. in response to b. regarding c. with regards to d. all answers are correct
4. In your email, what can you also include?
a. details of your hobbies b. all of your work experience c. one or two examples of your relevant skills
d. the names of all your family members
5. What is a CV called in American English?
a. a résumé b. a job application c. an advertisement d. a position
6. Before writing your name, how can you sign off your email?
a. Ciao! b. Later, c. Bye, d. Best regards / yours faithfully,

Tips

1. Be specific in the subject line and say what job you are applying for.
2. Start your email with **Dear Mr/Mrs/Ms + person's surname**, if you don't know the person's surname start with: **Dear Sr/ Madam**,
3. Say where you saw the advertisement.
4. Say which job you're applying for. You can use the sentence I'm writing in response to the job advertisement for the position of
5. Write a short paragraph to say why you're suitable for the job. Mention your education, qualifications, work experience or skills.
6. Attach a CV (also known as a résumé in the USA) with more information about your qualifications and background.
7. End by saying I look forward to hearing from you soon or I hope to hear from you soon.
8. Sign off with **Best regards or Best wishes**, if you started with Dear Sr. /Madam, close with: **yours faithfully**,

Task 2 Put the parts of the email in the correct order.

Best regards,

I look forward to hearing from you soon about a possible job interview.

Please see my attached CV for more information about my qualifications and experience.

Taukif Ali

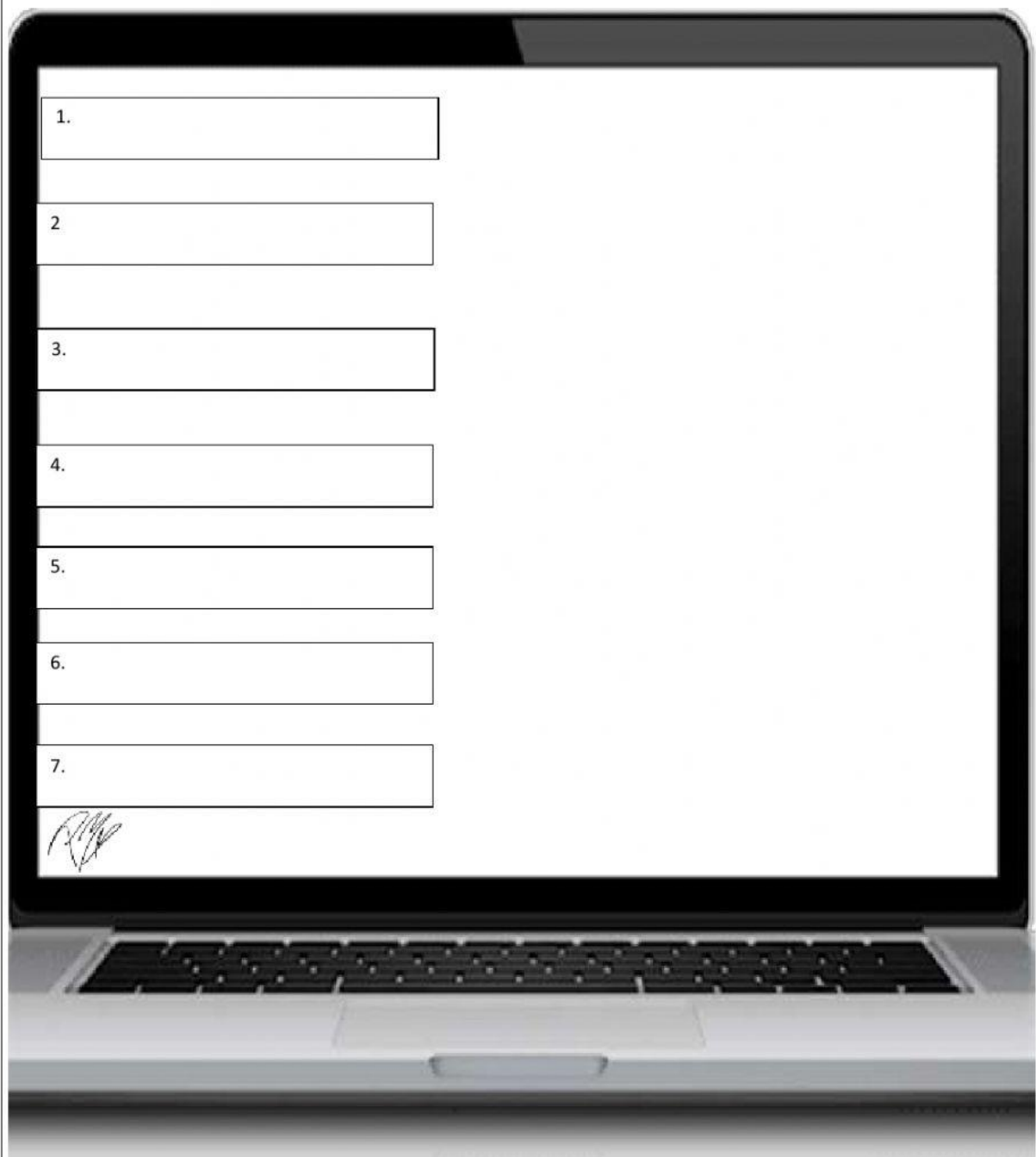
Dear Ms. Tan,

I am writing with regards to the position of lead engineer you advertised on your website.

I have many of the qualifications you are looking for and am interested in applying for the above job.

I have a Master's in Engineering and ten years' experience leading an engineering project based in Dubai.

I have the ability to work under pressure and excellent problem-solving skills.



1.
2.
3.
4.
5.
6.
7.



Task 3. Write a word to fill the gaps.

From: Sam Hill

To: Kathlyn Campbell, HR Manager

Subject: Application for outreach worker position

(1) Ms. Campbell,

I am writing (2) response (3) your job advertisement for an outreach worker.

I have six years' experience working (4) the charity sector.

I have worked (5) three years (6) a social worker.

I also worked as (7) volunteer for three years (8) a centre for the homeless.

I have good experience of working (9) a team and organising my own workload.

Please find attached my CV (10) more information.

I am looking forward (11) hearing (12) you.

Best regards,

Sam Hill,



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Graphic Design

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JOB VACANCY TECHNICIAN

TAMURA
TAMURA ELECTRONICS (M) SDN BHD

- Permanent post
- Malaysian citizen
- Position available : Male
- Qualification : Diploma in Electrical / Electronic Engineering / Manufacturing / Mechanical / Mechatronics or equivalent field

- Skills :
• Electrical knowledge in PLC

- Experience :
• Fresh graduate or minimum 1 or 2 years with relevant experiences

- Area of responsibilities :
• Machine debug and troubleshooting
• Process improvement, Kaizen

Start
IMMEDIATELY

Advertisement Date: 22/04/2019

For further information please contact:
NOR HAZRAN TAJARIN (03-267 1557)
NOR HAZRAN TAJARIN (03-267 1557)
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McKinley Hills and/or Uptown BGC

Project Management Manager 1

Technology Business Support Manager

Senior J2EE-Java Developer (Java/J2EE and webservices)

Technology Manager - .NET (.Net/Java/J2EE, SSIS/SSRS Mainframe/SORs)

Interested candidates may send their CV to
franz.mendoza@ispherglobal.com

www.ispherglobal.com

Task 4. Write a cover letter to apply for one of the jobs above.

From:

To:

Subject:

