

Developing writing

A letter of application and CV

1 Read this letter of application and CV. Which summer job offer on page 92 do you think this person is replying to? Why?

34 Norton Road
Stoke
SO3 6HT
14th February

Dear Ms Simpson,

I am writing in response to your advertisement in *The Stoke Times*. I would like to apply for the job which you advertised in this newspaper on 10th February.

I enclose a CV with information about myself, including education and work experience. As you can see, I have experience of working with children and I also think that I am caring, patient and very hard-working.

I look forward to hearing from you.

Yours sincerely,

Diana Huxley

Diana Huxley

CURRICULUM VITAE

GENERAL INFORMATION

Address 34 Norton Road, Stoke, SO3 6HT
Telephone (home) 0342 455 3212
Telephone (mobile) 632 12 34 56
Email dhuxley@anynet.uk

EDUCATION AND QUALIFICATIONS

Green Coat School, Stoke
A levels in Economics (Grade A), Sociology (Grade B) and English (Grade B)

WORK EXPERIENCE

March 2013 – March 2015
Part-time teaching assistant at Sunnydale Kindergarten, Stoke
July – August 2012
Helper at Green Valley Summer Camp, Brighton

INTERESTS

Cookery, Surfing
Good knowledge of computers – MS Office, PowerPoint, Excel, Word

2 Read the letter and CV again. Where does Diana give the following information – in her letter, in her CV or in both?

1 where and when she saw the job offer letter/CV/both
2 her personal qualities letter/CV/both
3 her contact details letter/CV/both
4 her hobbies letter/CV/both
5 information about her experience letter/CV/both

3 Read the letter and CV again and find the information in 2.

1 *The Stoke Times newspaper on 10th February*

4 Write your own CV. Use the CV in 1 as a model.

5 Look again at the letter in 1 and complete the information in the Writing bank.

WRITING BANK

Useful expressions and conventions in formal letters.

- In formal letters, we write *our address and the date* in the top, right-hand corner.
- We write **Mr** for men, **Mrs** for married women and _____ for women when we do not make any distinction if they are married or not.
- We can use the phrase **I _____ to hearing from you** at the end of formal letters.
- When we know the name of the person we are writing to, we end the letter **Yours _____**.
- We do not usually use _____ in formal letters. For example, we would write **I would like not I'd like**.

6 Work with a partner. Look at this job advert. What qualities, skills or experience would be useful for this job?

JOB OPPORTUNITY



We need waiters and waitresses to work in our new, 21st century fast-food restaurant. Are you friendly? Are you fun? You are? Come and work for us!

Email a letter and CV to Gary Daly gdaly@21stcenturyfood.co.uk

You need to be sociable. Experience in a fast food restaurant would be useful.

PRACTICE MAKES PERFECT

7a Write a letter of application. Use the letter in 1, your ideas from 6, and the Writing bank to help you.

Write a letter to apply for the job at the fast-food restaurant and:

- state which job you are applying for
- say what experience you have
- describe your personal qualities
- end your letter.

WRITING BANK > PAGE 151

7b Read letters by other students. Who would you give the job to? Why?

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- 1 **Read the letter of application on the right. What type of job do you think Benjamin wants?**
a teaching tennis to adults
b organising tennis competitions
c organising sports and games for children
- 2 **Circle the correct alternative in the letter on the right.**
- 3 **Put these headings in the correct place in the CV.**
 - 1 Interests
 - 2 Education and qualifications
 - 3 General information
 - 4 Work experience

CURRICULUM VITAE

Benjamin Martin

(a) _____
1 12 Sefton Street,
Sunderland, SU7 8BV
2 (mobile) 0567 123 4567/
(home) 651 10 11 12
3 benmart@binter.com

(b) _____
Summerfield School, Sunderland
(GCE) A-levels in English Literature, French and
Economics

(c) _____
JULY 2013
Worked at Foxton Tennis Club giving lessons to
5–10 year olds
JULY 2015
Worked at Knightley Tennis Club as assistant

(d) _____
Tennis
Reading
Good knowledge of computers

- 4 **Now put these specific titles in the correct place in the CV.**
a Address:
b Email:
c Telephone:
- 5 **Take a piece of paper and write out your own CV.
Use the completed CV on this page as a model.**

12 Sefton Street
Sunderland
SU7 8BV
7th February 2015

(a) Dear/Hi Ms Nicholson,

I am writing (b) in/for response to your advertisement in The Birmingham Sun. (c) I'd/I would like to apply (d) at/for the job which you advertised in this newspaper on 5th February.

I (e) give/enclose a CV with information about myself, including education and work experience. (f) Like/As you will see, tennis is one of my main hobbies. I have (g) experience/interest of giving tennis lessons and of working with children. I also think that I am patient, (h) good/well-organised and (i) hard/fast-working.

I look forward to (j) hearing/hear from you.

(k) Yours sincerely/Love from,

Benjamin Martin

- 6 **Read the advert and write a letter of application for the job.**

Do you have some free time in the summer holidays and want to earn some money?



We are looking for three young people to be guides on our tour buses of the town. You will need to be interested in history and able to speak another language.

Send a letter of application with your CV to Norris Tours, 3 Church Lane, Southford, SU64 7FD