Name: _____ Date: _____

UNIT6

Task 1 Matching Exercise: Application Letter Structure

A. Stating why you are interested in the job and why you are a good candidate.

B. Mentioning the job you are applying for and where you found the information.

C. Saying when you are available for an interview and when you can start.

Paragraph 1:
I am writing to apply for the volunteer receptionist position at XYZ Charity Organization. I read about this opportunity in an online advertisement last week.

Paragraph 2:
I am very passionate about community service and enjoy working with people. I have good communication skills and experience welcoming guests at events, which makes me a strong candidate for this role.

Paragraph 3:
I am available for an interview at your convenience, and if selected, I can start immediately.

LIVEWORKSHEETS

Task 2 Read the job advert and answer the questions below.

📢 Volunteers Wanted!

The Green Future Organization is looking for friendly and responsible volunteers to assist at our community recycling center.

✅ Duties:

- Help sort and organize recyclable materials.
- Assist visitors with recycling guidelines.
- Maintain cleanliness in the recycling area.

📌 Requirements:

- Reliable, hardworking, and environmentally conscious.
- Good communication skills.

Answer the questions:

1- What qualities are needed for the job?

_____

2- What are the job duties?

_____

LIVEWORKSHEETS

Task 3 Complete the application letter for the job in the advert above. Use the ideas in the Q&A exercise.

[Your Address]
[Date]
The Green Future Organization
456 Eco Street, Ha Noi
Dear Sir or Madam,
I am writing to apply for a volunteer position at _____ (1)_____. I read about this opportunity _____ (2)_____.
I am very interested in this position because I care about _____ (3)_____. I consider myself to be _____ (4)_____, and I have _____ (5)_____ skills, which I believe will help me do well in this role.
I am available for an interview _____ (6)_____, and if my application is successful, I can start _____ (7)_____.
I look forward to hearing from you.
Yours faithfully,
[Your Name]

LIVEWORKSHEETS