

6.7

WRITING

A job application

I can write a basic letter of application.

1 Read the job advert and answer the questions.

- 1 What kind of job is it advertising?
- 2 Is it a permanent job?
- 3 Is it a well-paid job?
- 4 How old do you have to be to apply?
- 5 What characteristics should the candidate have?
- 6 What are the working hours?

ARE YOU LOOKING FOR A SUMMER JOB?

JOHNSON'S BUILDERS REQUIRES
an office helper – €10 per hour

ARE YOU

16 or over? • reliable and hard-working?
friendly and willing to learn?



WE OFFER

excellent conditions • flexible hours
a chance to learn office skills

NO PREVIOUS EXPERIENCE NECESSARY!

2 Imagine you want to apply for the job. Tick five pieces of information you should include in your application letter.

- Say where you saw the advert. ☐
- Say what you are doing now. ☐
- Say how you intend to spend your salary. ☐
- Give reasons why you are interested in the job. ☐
- Mention any relevant work experience. ☐
- Say why you liked or didn't like previous jobs. ☐
- Say when you are available for interview. ☐
- Warn them not to call you at certain times. ☐

3 Read the letter of application. Check your ideas in Exercise 2. Cross out the three sentences that are NOT appropriate.

Dear Sir or Madam,

With **reference to** your advertisement in yesterday's *Devonshire Times*, I would like to **apply for** the position of office helper. **At the moment**, I am in my final year at school, and I will be available to start work from 1st June. I really need this job because I want to earn some money to go on holiday.

I am **particularly interested in** your company because I hope to study architecture at university. I **attach my CV** for your information. As you will see, I worked on a building site last summer. It was a bit hard, but I got a really good suntan.

I do not have much experience of office work, but I am a fast learner. I have good communication skills and I enjoy working as part of a team. **For these reasons**, I feel I would be a suitable candidate for the job you are advertising.

I can be available for interview **at any time**. I have listed my contact details on my CV. Please don't call me before ten o'clock in the morning.

I look forward to hearing from you.

Yours faithfully,

Richard Dawson

4 Read the WRITING FOCUS. Complete the examples with the phrases in purple in the letter in Exercise 3.

WRITING FOCUS

A job application

1 Say where you saw the advert

I am writing in connection with your advertisement in .../
With ¹**reference to** your advertisement in ...

2 Say why you are writing

I am writing to express my interest in the position of .../I would like to ² _____ the position of ...

3 Say what you are doing now

Currently, I am .../At ³ _____, I am ...

4 Give reasons why you are interested in the job

I found your advertisement very interesting because .../I am ⁴ _____ your company because ...

5 Mention your CV and any relevant work experience

I have some experience of .../I worked for ... as .../I ⁵ _____ your information.

6 Give reasons why you are a suitable candidate for the job

I would be a suitable candidate for the job because .../
⁶ _____, I feel I would be a suitable candidate for the job you are advertising.

7 Say when you are available for interview

I can be available for interview ⁷ _____.

5 Complete the sentences from a job application with phrases in the WRITING FOCUS.

- 1 I am writing in _____ with the advertisement on your website.
- 2 I am writing to express my _____ in the position of waiter.
- 3 I have some _____ of working in a busy restaurant.
- 4 I found your _____ interesting because I would like to work outside.
- 5 I would be a _____ candidate for the job because I learn very quickly.
- 6 I can be _____ for interview after 17 July or any weekend.

6 Read the advert below and sentences 1–6 from different candidates. Are the people right (R) or wrong (W) for the job? Discuss with a partner.



REQUIRE CAMP SUPERVISORS

Do you love outdoor life and camping?

We need friendly, outgoing young people with lots of energy and some knowledge of English.

You must know how to swim.

Experience with children and knowledge of first aid an advantage.

HAVE A GREAT SUMMER, IMPROVE YOUR ENGLISH AND EARN SOME MONEY AT THE SAME TIME!

Please apply to Ross Field, ross@wwsc.net



- 1 At present I'm taking swimming lessons. I take my level 1 test in July. I'm confident that I'll succeed. ☐
- 2 I believe I possess the right skills for the job because I worked on Wild West Summer Camps last year. ☐
- 3 My spoken English requires some improvement, but I can sing English pop songs. ☐
- 4 I have experience of working in summer camps, and I've had many opportunities to practise putting up tents. ☐
- 5 I think I'm a suitable candidate for the job. I'm available for work from 15th August, after my summer holiday. ☐
- 6 While I was working as a swimming instructor last summer, I obtained a certificate in first aid. ☐

7 Read the LANGUAGE FOCUS. Complete the examples with the underlined phrases in Exercise 6.

LANGUAGE FOCUS

Formal language in a job application letter

Formal

1 I possess

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Informal

I've got

the right person

free

I've worked on

plenty of chances

I got

At the moment

I'm sure

do well

needs

8 Make the sentences more formal. Then tick the ones that you could truthfully include in a letter of application.

- 1 I got top marks in my English exams at the end of last term. ☐
- 2 I hope to have plenty of chances to travel in my future career. ☐
- 3 At the moment I'm doing part-time work in a restaurant. ☐
- 4 I believe that I am the right person for a job in sales and marketing. ☐
- 5 I'm sure that I've got good communication skills and can work well in a team. ☐

SHOW WHAT YOU'VE LEARNT

9 Do the writing task. Use the ideas in the WRITING FOCUS and the LANGUAGE FOCUS to help you.

You've read the advertisement from Exercise 6 in *International Student Times* and you'd like to apply for the job. Write a job application and send it online to Ross Field. Include the following information:

- write where you've seen the advertisement
- explain what you do and why you are interested in the job
- mention your CV and describe your work experience
- write when you can come for an interview.

Dear Sir or Madam,

I am a sixteen-year-old Ukrainian student and I am writing ...

6.7

WRITING

A job application

1 Replace the informal phrases in the sentences with the formal words from the box.

a suitable candidate at present available
confident experience of working
many opportunities obtained possess
succeed requires

I've got all the skills needed to be an office assistant.
possess

- 1 At the moment I'm working as a travel agent.
- 2 I am free to begin work from Monday 6th June.
- 3 I have worked on over twelve fruit farms in Europe.
- 4 I believe that I am the right person for the position of shop assistant.
- 5 I am sure you will be satisfied with my work.
- 6 I work hard and I have the right attitude to do well.
- 7 This job will provide me with plenty of chances to develop myself.
- 8 I got a certificate in teaching from Cambridge University.
- 9 I truly believe I have the talent the position needs.

2 Put the words in order to make phrases for a job application.

- 1 reference / With / your / advertisement / in ... / to
With reference to your advertisement in ...
- 2 position / the / writing / I / am / express / my / to / in / interest / of ...

- 3 advertisement / very / found / because ... / I / your / interesting

- 4 would / suitable / because ... / I / be / a / candidate / the / job / for

- 5 experience / My / includes ...

- 6 enclose / CV / my / for / information. / I / your

- 7 any / at / available / I / be / can / interview / for / time.

- 8 am ... / Currently, / I

3 Match the beginnings and the correct endings to make sentences for a job application.

- | | |
|---|-------------------------------------|
| I am writing in response to your advertisement | ☒ |
| 1 I would like to apply for the position of | ☐ |
| 2 At the moment, | ☐ |
| 3 I am particularly interested in your company because | ☐ |
| 4 As you will see | ☐ |
| 5 I would be a suitable candidate for the job because | ☐ |
| a I am in my final year at senior school. | |
| b I volunteered for a charity last summer. | |
| c I am responsible and creative. | |
| d part-time sales assistant. | |
| e I would like to work for an international organisation. | |
| f in the <i>Student Times</i> . | |

4 Replace the underlined phrases a-e in the job application with similar phrases from Exercise 2.

Dear Sir or Madam,

1 I am writing in response to your advertisement in *Work and Travel Magazine*. ^a I would like to apply for the position of children's activity organiser at the Grand Hotel this summer. ^b At the moment, I am preparing for my final exams, and I will be available to start work from July 5th.

^c I am particularly interested in your company because I plan to do Hotel Management at university. I enclose my CV for your information. As you will see, ^d I spent last summer working as a summer camp supervisor at a local primary school.

^e I would be a good candidate for the job because I get on well with children and am a responsible, creative and organised person.

I have provided my contact details on my CV and can be available for interview at any time.

I look forward to hearing from you.

Yours faithfully,
Mia Read



- 5 Read the task below. Then read the email and complete the gaps with the correct forms of the verbs from the box.

You have seen the advertisement below in the *International Student Times* and want to apply for one of the jobs. Write a letter of application to Barry Winston.



WINSTON CAMPSITES ARE LOOKING FOR STAFF

**Do you want to spend the summer
living and working in Ireland?**

We need friendly, outgoing young people with a good knowledge of English for the following posts:

- Reception staff
- Tour guide
- Promoting tours and trips
- Snack bar staff

Experience preferred but not necessary

To apply or to receive an information pack write to

Barry Winston at
bwinston@winstoncampsites.com

Write your letter of application in about 80–130 words. Include and develop these points:

- Say where you saw the advertisement.
- Say what you are doing now, which post you are applying for and why you are interested in the job.
- Mention your CV and any relevant work experience.
- Say when you could have a telephone interview.

(advertise apply attach could
gain hear work would)

Dear Mr Winston,

With reference ^Ato / by your advertisement in the *International Student Times*, I would like to

¹ _____ for the position ^Bto / of tour guide. I am currently ^Cin / on my final year at school but would like to ² _____ more work experience before studying Tourism ^Don / at university next year.

I have ³ _____ my CV ^Ewith / for your information.

As you will see, I have some experience as a tour guide ^Fin / to Poland and enjoy ⁴ _____ with people ^Gin / of all ages. For these reasons, I feel I ⁵ _____ be a suitable candidate for the job you are ⁶ _____. I would be grateful if you ⁷ _____ send me an information pack.

I can be available for interview at any time.

I look forward to ⁸ _____ from you.

Yours sincerely,
Richard Marsh

- 6 Read the email again and choose the correct prepositions.

SHOW WHAT YOU'VE LEARNT

- 7 You have seen the advertisement below in the *Metro* newspaper and you want to apply for the job. Write a letter of application. Include and develop these points:

- Say where you saw the advertisement.
- Say what you are doing now and give reasons why you are interested the job.
- Mention your CV and any relevant work experience.
- Say when you are available for interview.



BIG MIKE'S BURGERS REQUIRE SUMMER STAFF

- ✓ Are you a teenager looking for valuable work experience in the summer holidays?
- ✓ Can you cook, clean and take orders?



We are looking for punctual, easy-going and trustworthy young people to join our team for the summer. Experience in customer service and kitchen work is an advantage.

Contact Mike Pickles:
bigmikepickles@bmb.net

SHOW THAT YOU'VE CHECKED

**Finished? Always check your writing.
Can you tick ✓ everything on this list?**

In my letter of application:

- the beginning matches the end (Dear Mr Smith ⇨ Yours sincerely; Dear Sir or Madam ⇨ Yours faithfully). ☐
- I have said where I saw the job advert and why I am writing. ☐
- I have said what I am doing now and given reasons why I am interested in the job. ☐
- I have mentioned my CV and any relevant work experience. ☐
- I have given reasons why I am suitable for the job and said when I will be available for interview. ☐
- I have not used contractions ☐
- I have not used emoticons 😊, or abbreviations (info / CU / gr8). ☐
- I have checked my spelling and punctuation. ☐
- My text is neat and clear. ☐