

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 ¹reference 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 .../
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**.

- I am writing in _____ with the advertisement on your website.
- I am writing to express my _____ in the position of waiter.
- I have some _____ of working in a busy restaurant.
- I found your _____ interesting because I would like to work outside.
- I would be a _____ candidate for the job because I learn very quickly.
- 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.



WILD WEST SUMMER CAMPS

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



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

- I possess _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

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.

- I got top marks in my English exams at the end of last term.
- I hope to have plenty of chances to travel in my future career.
- At the moment I'm doing part-time work in a restaurant.
- I believe that I am the right person for a job in sales and marketing.
- 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 ...