



Unit 6

Job Application Email



Warm up

Instruction: Match and write the job search websites under each icon.

Jobtopgun

Jobbkk

jobthai

Jooble

Getlinks

Smartjob

LinkedIn

Career Builder

Career jet

Indeed

Fastwork

JobDB Job Search

Glassdoor

Searcher

ThaiBestjob

Jobthai

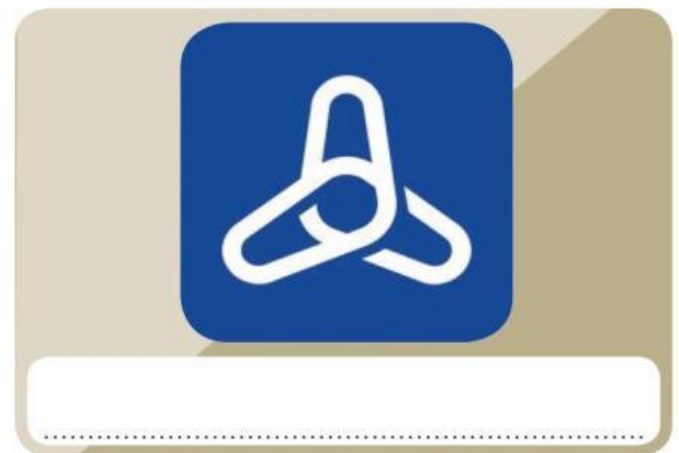
DB



CJ
Jobs

CB
CareerBuilder®

JOB BKK



Vocabulary Practice

Instruction: Listen to the words in the audio and then practice to pro-

Sincere

Documents

Submit

Contact Information

Subject Line

Experience

Attach

Cover letter

Recipient

Application

Opportunity

Job application email

Hesitate

Consider

Position

Contact

Activity 8

Instruction: Write your own information and your imagination in the body of a job application email.

Question	Answer
Paragraph 1	
1. Introduce yourself	
2. Name the position you are applying for	
3. Mention where you saw the job listing	
Paragraph 2	
Your education	
Your job experience	
Skills that are relevant to the position	
Paragraph 3	
Mention any attachments you are sending	
Other documents the job listing asks for	

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.