


WRITING ASSESSMENT

COMPETENCIA: Escribe diversos tipos de texto en inglés como lengua extranjera

CAPACIDAD: Reflexiona y evalúa la forma, el contenido y contexto del texto escrito

DESEMPEÑO PRECISADO: Revisa si ha usado un vocabulario variado, apropiado y preciso para relacionar las ideas contenidas en el texto.

A Letter of application and a CV

<p>34 Norton Road Stoke S03 6HT 14th February</p> <p>Dear Ms Simpson,</p> <p>I am writing in response to your advertisement in <i>The Stoke Times</i>. I would like to apply for the job which you advertised in this newspaper on 10th February.</p> <p>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.</p> <p>I look forward to hearing from you.</p> <p>Yours sincerely, Diana Huxley</p>	<p> CURRICULUM VITAE</p> <p>GENERAL INFORMATION</p> <p>Address 34 Norton Road, Stoke, S03 6HT Telephone (home) 0342 455 3212 Telephone (mobile) 632 12 34 56 Email dhuxley@anynet.uk</p> <p>EDUCATION AND QUALIFICATIONS</p> <p>Green Coat School, Stoke A levels in Economics (Grade A), Sociology (Grade B) and English (Grade B)</p> <p>WORK EXPERIENCE</p> <p>March 2013 – March 2015 Part-time teaching assistant at Sunnydale Kindergarten, Stoke July – August 2012 Helper at Green Valley Summer Camp, Brighton</p> <p>INTERESTS</p> <p>Cookery, Surfing Good knowledge of computers – MS Office, PowerPoint, Excel, Word</p>
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WRITING BANK

Useful expressions and conventions in formal letters.

- In formal letters, we write 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.

Read the writing bank and the models of an application letter and a CV to write a letter of application and your CV 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

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