

FULL BLAST

WRITING: A FORMAL LETTER/EMAIL OF APPLICATION

Name:

Class:

1. Read the advertisement and the email of application below. Do you think that Erin is suitable for the job?

searchforwork.com

Shop Assistant Needed for Souvenir Shop

Employer: Memories
Location: London
Job Type: Part-Time

Apply to
applications@memories.co.uk

Memories requires a shop assistant with a pleasant personality for part-time work at a new souvenir shop in the city centre. Applicants must be 16 years of age and over, computer literate, fluent in Spanish and willing to work weekends. Previous work experience and knowledge of another foreign language will be an advantage. Must be a responsible person. Minimum wage.

Word Power

1. pleasant
2. computer literate
3. fluent
4. responsible
5. minimum wage

Send Save now Discard

From: erinpeters72@gmail.com
To: applications@memories.co.uk

Dear Sir / Madam,

I am writing to apply for the position of shop assistant as advertised on the website searchforwork.com.

I am eighteen years old and in my final year of school. I believe I am suitable for this position because I have all the necessary qualifications. I am able to use a computer well and I am quite fluent in Spanish. I am also available to work during any day of the week, including weekends.

In addition, I have previous experience of working at a gift shop. I worked full-time for Gifts4All between June and September last year. Furthermore, I consider myself to be trustworthy. I am always punctual and understand the importance of being helpful and polite to customers.

Please contact me if you have any questions regarding my application. I am available for an interview at your convenience. I look forward to hearing from you.

Yours faithfully,
Erin Peters

Word Power

1. necessary qualifications
2. previous experience
3. full-time
4. trustworthy
5. at your convenience

2. Read the following sentences. Tick the ones that apply to the email above.

The writer:

- | | | | |
|---|-----------------------|--|-----------------------|
| 1. knows the person she is writing to. | <input type="radio"/> | 6. explains why she is suitable for the job. | <input type="radio"/> |
| 2. uses set phrases to begin and end her email. | <input type="radio"/> | 7. describes her qualifications and experience. | <input type="radio"/> |
| 3. mentions where she saw the advertisement. | <input type="radio"/> | 8. describes some bad qualities she has. | <input type="radio"/> |
| 4. uses informal language. | <input type="radio"/> | 9. gives examples of what she did at her previous job. | <input type="radio"/> |
| 5. states her age. | <input type="radio"/> | | |

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3. Read the email again and find the formal words that correspond to the more informal meanings given below.

1. job (paragraph 1): _____
2. right or acceptable for something (paragraph 2): _____
3. qualities and skills (paragraph 2): _____
4. free (paragraph 2): _____
5. on time (paragraph 3): _____
6. having to do with (paragraph 4): _____

punctual

regarding

qualifications

position

available

suitable

4. Read the set phrases/expressions and match them to the sentences below in a more formal manner.

I am available to work on Saturdays

At present I am working at the post office

I look forward to hearing from you

I am available for an interview at your convenience

**I am writing with regard to
the advertisement in the
Daily News on 5 March**

I consider myself to be quite friendly

1. I'm writing to you because I want to know more things about the ad I saw in the paper.

2. Right now I've got a job at the post office.

3. I can work on Saturdays, if you like.

4. I think I'm quite friendly.

5. If you want to talk to me, I can come and see you any time you like.

6. I can't wait to hear from you.