

New message

To David Kelly, HR Manager

Cc Bcc

Subject Application for sales manager position

Dear Mr. Kelly,

I am writing in response to the job advertisement on the ABC Jobs website for the position of sales manager.

I have five years of experience in sales. For the last three years, I have worked as a team leader, managing a team of 20 sales assistants in a large store. I have experience in hiring, training and managing staff. I have good communication skills and I can speak Italian, Spanish and English.

I have attached my CV with more information about my background and qualifications.

I look forward to hearing from you soon.

Yours sincerely,

Laura Mazzanti



SEND

1. Choose the correct answer.

Which of these is the best subject line?

- A) Jobs B) Application for sales manager C) IT consultant D) Job advertisement

2. Which of these should you **NOT** use to start a cover letter or email?

- A) Dear Mr. Kelly, B) Dear HR Talents C) Hi Stephen D) Dear Sir / Madam

3) Which of these phrases can you use to complete this sentence? 'I'm writing ___ the job advertisement for the position of IT consultant.'

- A) in response to B) regarding C) with regards to D) All answers are correct



4) What is a CV called in American English?

- A) A résumé B) A job application C) An advertisement D) A position

5) Before writing your name, how can you sign off your email?

- A) Ciao! B) Later, C) Bye, D) Best regards






II. Put the parts of the email in the correct order

New message  

To

Cc Bcc

Subject

SEND

I have a Master's in Engineering and ten years' experience leading an engineering project based in Dubai. I have the ability to work under pressure and excellent problem-solving skills.

Taufik Ali

I'm writing with regards to the position of lead engineer you advertised on your website. I have many of the qualifications you are looking for and am interested in applying for the above job.

I look forward to hearing from you soon about a possible job interview.

Please see my attached CV for more information about my qualifications and experience.

Best regards,

Dear Ms Tan,

Write a word to fill the gaps.

New message



To Ms. Campbell HR Manager

Cc Bcc

Subject Application for outreach worker

_____ Ms. Campbell,

I am writing_____ response_____ your job advertisement for an outreach worker.

I have six years' experience working_____ the charity sector. I have worked _____ three years _____ a social worker. I also worked as _____ volunteer for three years _____ a centre for the homeless.

I have good experience in working _____ a team and organizing my own workload.

Please find attached my CV_____ more information.

I am looking forward_____ hearing_____ you.

Yours_____.

Sam Hill.



SEND