Writing

Formal letter: Writing about yourself
When you write a letter applying for a job, you want the reader to think you would be good at the job. Introduce yourself and include any information that is relevant to the type of work you want. Write about related qualifications you have, your work experience, and the things you do in your free time. In an exam situation, you can use your imagination!

1 You are applying for a job as a hotel waiter/waitress in the summer holidays. Tick six pieces of information you would write about in your letter.

- ☐ my age
- ☐ my family
- ☐ where I am studying
- ☐ where I live
- ☐ my scooter driving licence
- ☐ my qualifications eg Cambridge English
- ☐ sports medals
- ☐ I worked in a café last summer
- ☐ my father works in a hotel
- ☐ my hobbies, eg cooking
- ☐ chatting with friends on my computer
- ☐ the type of friends I have

2 Your hobbies and experience show a lot about you. For example, if you helped arrange a school excursion then you are probably good at organising. Which of the skills below will you probably have if you have done the following?

1 I was on the school committee for two years. _____
2 I worked in a bookshop during the holidays. _____
3 I helped my parents on their large farm. _____
4 I did baby-sitting at the weekends. _____
5 I was captain of the sports team for two years. _____
6 I worked in a café during the busy tourist season. _____

a can work under pressure
b good at working with people
c can do hard physical work
d good with young children
e good with money
f good organiser
g polite and helpful

3 Read this writing task and discuss in class what experience and hobbies you could include to match the skills asked for.

You have seen this advertisement for a summer job.

> Summer shop assistants needed for our new arts and crafts shop
>
> You need to:
> - be good at working with people
> - have some knowledge of arts and crafts
> - be able to work during the busy tourist season in July and August
>
> Write saying why you would be suitable for the job to:
> Robert Brown, Manager, The Art of Craft, High Street, Oxford

Write your **letter**. (140-190 words)

4 Read this letter applying for the job in 3 and, using the writing task and the Language Bank on the next page, fill in the gaps at the beginning and end of the letter with the correct information. Then discuss the questions at the top of the next page in class.

Dear _____

I am writing to apply for the position of summer shop assistant which I saw advertised recently on the Internet.

I am a 16-year-old student at Melway High School, specialising in languages for my final exams. I have certificates at intermediate level in English and German, and I have also been learning Italian for the last year. At the weekends, I currently work as a cashier at a local supermarket.

In my spare time, I organise a local club where we design and build our own model aeroplanes which we fly in competitions. Painting is another of my hobbies and two of my pictures were chosen for an art exhibition in London last year.

I would enjoy working full-time in your shop during the school holidays because I am very interested in arts and crafts. My experience of shop work and my knowledge of languages would, I believe, be useful, especially with summer visitors from abroad.

I look forward to _____

Yours _____

Jack Green

LIVEWORKSHEETS