

## E-mail application

Complete the e-mail. Then, number the paragraphs in the correct order.

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**Subject:** Job application – Junior Data Analyst

**Attachment:**  Résumé Tim McDonald.pdf

- ☐ A Thank you <sup>1</sup> \_\_\_\_\_ considering this application. If there is anything else you need to know, please get in touch. I look forward <sup>2</sup> \_\_\_\_\_ hearing from you.
- ☐ B As you can see from my résumé, I will soon complete my Masters in Financial Management at the University of Leiden in the Netherlands. I have a first-class degree from Bristol University <sup>3</sup> \_\_\_\_\_ Economics, and I am considering a career <sup>4</sup> \_\_\_\_\_ Financial Analysis.
- ☐ C Yours faithfully, Tim McDonald
- ☐ D I am writing to apply <sup>5</sup> \_\_\_\_\_ the position of Junior Data Analyst, which I saw advertised on Gradapp.com. Please find attached my résumé.
- ☐ E In addition to my job and my studies, I am also captain of the university tennis team. This involves organizing training sessions and selecting the team. It has definitely helped me develop skills such as coaching and motivating. As well as tennis, I am also passionate <sup>6</sup> \_\_\_\_\_ soccer and swimming.
- ☐ F One of my Masters' options is Big Data, and I am sure that my profile and experience make me a very suitable candidate for the position. Last summer, I did an internship at a Swiss investment bank, and I discovered that I am really interested <sup>7</sup> \_\_\_\_\_ this sort of work.
- ☐ G Dear Sir,
- ☐ H You will also see that I currently work on a part-time basis <sup>8</sup> \_\_\_\_\_ a research assistant for an insurance company in Rotterdam. My role is to write reports on economic trends in the insurance industry in Europe. I am responsible <sup>9</sup> \_\_\_\_\_ producing surveys on two countries, Belgium and Luxembourg.
- ☐ I I was born in France, so I am bilingual, which helps with my work at the insurance company, and I am a hardworking, independent person. My experience with the university tennis team has helped me become an excellent team player, and I am confident that I would be a valuable addition to your company.

### Personal Best

What is the best way of recruiting good people? What is the best way of finding a job these days? Discuss with your partner.