

Job Opportunities

Blue Line Cruises


Important Cruise Line is looking for hardworking, highly creative and energetic personnel for its Caribbean route.

PHOTOGRAPHERS

Do you have:

- a diploma in photography or one year's relevant experience?
- 2 A-C levels in your final exams?
- Knowledge of 2 languages?

Interested candidates are invited to send a cover letter to:
Blue Line Cruises ~ 24 Cavendish Grove, London.

LETTER OF APPLICATION (1)

Look at this job advertisement and read Jenny's letter of application.

Blue Line Cruises
24 Cavendish Grove
London
9th April, 2010

6 Freeland St.
Greenwich
London

Dear Sir or Madam,

(1) I have seen your advertisement for photographers in 'The Evening News' (1) (B) ____

(2) My name is Jenny Curtis, and I am 20 years old. At school, I (2) ____ and two B passes (Spanish and French) at Advanced level. Since I finished school two years ago I have been working as a photographer's assistant for a local newspaper.

(3) (3) ____ and I really like to travel; I would welcome the opportunity to work on a cruise ship. (4) ____ and I enjoy working with people very much.

(4) I would be available for an interview at any time and (5) ____ . I look forward to hearing from you.

Yours faithfully,

Jenny Curtis
Jenny Curtis

1) Choose the appropriate phrase below to complete the gaps in the letter. Write (a) or (b)

1- (a) and I thought that's the job for me!

A / B / D

(b) and I am writing to apply for the post.

2- (a) obtained A-B grades in 7 final exams.

(b)-ended up with 7 A's and C's.

3- (a) I have always been interested in photography.

(b) I've always enjoyed taking photos of my family and cats.

4- (a) My friends think I'm really funny, I've always been popular.

(b) I think I am a very self-motivated and hardworking person.

5- (a) I can supply you with the names of two references.

(b) If you want, you can phone two of my friends – they said they'd be references.

2) Justify your choices. Use ONE of the followings

(A) Contractions

(B) Informal punctuation

(C) Irrelevant information

(D) Words/expressions used in everyday speech

3) Match the descriptions below with each paragraph of the letter (write the number of the paragraph)

- | | |
|---|--------------------------------------|
| a. Availability, references. | c. Reasons for writing. |
| b. Relevant qualifications and experience. | d. Reasons for wanting the job. |

4) Now that you have completed the letter, answer the following questions:

- a. What's the name of the company and where is it located?
- b. What sort of person is needed for the job?
- c. Did Jenny study photography?
- d. Do you think Jenny is suitable for the job? Why?

5) Read the following job advertisement which appeared in yesterday Daily Newspaper, and fill in the blanks using the following words:

- | | |
|----------------|----------------|
| (a) dynamic | (b) candidate |
| (c) graduate | (d) salary |
| (e) requires | (f) experience |
| (g) CV/ resumé | (h) cover |

HOTEL MANAGER

A well established group (1) _____ **HOTEL MANAGER** for its prominent 3-Star Hotel.

Competent, self-motivated and (2) _____ candidates will be appreciated.

The (3) _____ should be a (4) _____ in Hotel Management and having at least 10-years (5) _____ in a reputable Local or International Hotel. Eligible candidates may submit their (6) _____ along with (7) _____ letter mentioning their expected (8) _____ latest by **10th June** at given email address :

hrd3588@gmail.com