

Name: _____ Date: _____

Part I. VOCABULARY & READING. Read the resumé and fill in the blanks.

traveling abroad
degree
lifeguard
interests
university
sales
grades
waitress

Résumé

Ruth Boswell, _____
234 Park Road, Melbourne
ruthb@hotmail.com
Date of Birth: 05/08/1991

Education _____
2006-2010
1) in English Literature & French,
2) of Melbourne, Australia
2004-2006
Melbourne College
Exam subjects and 3) : English Literature
(A), History (B), French (A)

Work Experience _____
2009-2010
4) , Aquatics Center, Melbourne
2008-2009
5) , Piper's Pizzas, Melbourne
2007
6) assistant, Casual Clothing, Melbourne

Hobbies & 7)
Learning foreign languages, swimming, scuba diving, and
8)



B. Read Ruth's cover letter, then match the informal phrases in bold in her letter with the formal phrases below.

Dear Sir/Madam,

1) I want to apply for the job of part-time lifeguard **2) that I read about** in the Daily Gazette on Tuesday, April 3.

I am in my final year of college and am considering a career as a P.E. teacher. **3) I just got** a certificate in lifesaving and first aid and I feel that a summer job as a lifeguard **4) is a good idea** for me.

Last summer, I worked as a receptionist at my local swimming pool and as a delivery person in the evenings.

5) I think I'm hardworking and enthusiastic. I am also good at working with people.

6) Here's a copy of my résumé. **7) I can come** for an interview at your convenience. **8) I can't wait to hear from you.**

9) Best regards,

Ruth Boswell

<input type="checkbox"/>	I look forward to your reply
<input type="checkbox"/>	Yours faithfully
<input type="checkbox"/>	I am writing to apply for the position
<input type="checkbox"/>	Please find enclosed
<input type="checkbox"/>	I consider myself to be
<input type="checkbox"/>	I am available
<input type="checkbox"/>	which was advertised
<input type="checkbox"/>	would be a useful experience
<input type="checkbox"/>	I recently obtained

C. Writing. You see this job ad on your college website and decide to apply. Write a resume and a cover letter (120-150 words). Use Ruth's as model and follow the tips below.

WANTED

Student to work part-time in college bookstore Mon-Fri evenings.
Are you friendly and patient? Do you enjoy working with the public?
Send cover letter and résumé to: thebookstop@barns.ac.com

How to write a cover letter:

Plan

- Para 1:** opening remarks, reason for writing (*I am writing to... which...*)
- Para 2:** current activity, qualifications, reason for wanting the job
(*I am ... years old and ... degree, I am considering .../I feel that ...*)
- Para 3:** experience
- Para 4:** personal qualities (*I have ..., Last ..., I consider myself to be ...*)
- Para 5:** when available for interview, closing comments (*Please find ..., I am available ..., I look forward ...*)

Writing Tip

Letter writing - formal style

To write a formal letter you need to use:

- full forms *I am writing to ...*
(NOT: ~~I'm~~ writing to ...)
- advanced vocabulary and set phrases
Please find enclosed a copy of my résumé.
- formal greetings and endings *Dear Sir/Madam* → *Yours faithfully* (when you don't know the name of the person you are writing to) *Dear Mr./Mrs./Miss Smith* → *Yours sincerely* (when you know the name of the person you are writing to)