

The world of work

READING

Điền từ/cụm từ vào dưới hình tương ứng. Chia các từ/cụm từ thành 2-3 nhóm theo ý nghĩa và chép vào tập chuẩn bị. *Ghi rõ giải thích cách chia của em.*



charity



donation



arrange



supervise



window display



candidate



enthusiastic



attendance



The world of work

WRITING

A job application letter

Hoàn thành phần ghi chú về chức năng của từng phần trong lá thư rồi chép vào tập.

Dùng **viết dở** phân lá thư ra từng phần như bản gốc và ghi chú lại chức năng. Phần **We're hiring** trong ô màu xanh đậm trên lá thư là gì vậy?

WE'RE HIRING!

Viet Organic Garden is hiring a part-time server and a part-time receptionist.
We are looking for hard-working people who can work at weekends.
Please send your letter of application to vietorganicgarden@webmail.com.



A. Reason for writing B. Relevant qualities and skills
C. Other relevant information D. Relevant experience

Recipient's address

Viet Organic Garden

1036 Hang Dau Street, Hoan Kiem District, Ha Noi
Ha Noi, 14 October, 20...

8181 Truong Chinh Road, Dong Da District, Ha Noi

Applicant's address

Formal greeting

Dear Sir or Madam,

Re: Application for the position of a part-time server

2. _____

I am writing to apply for the position of a part-time server, which you advertised on your website on 10 October. I believe having a part-time job is a great opportunity to learn valuable skills.

1. _____

4. _____

I am in my final year of secondary school. I have some experience in the hospitality industry. Last summer, I waited on tables for two months at a fast-food restaurant. My responsibilities included greeting customers and taking their orders. I also served food and drinks, answered questions about the menu, and made sure all customers enjoyed their meals.

3. _____

Formal closing and Signature

I am a friendly, hard-working, and caring person with a love for people and good food. I can also speak English, so I can wait on foreign customers.

I would be delighted to meet you in person to discuss my application. I will be free for an interview any afternoon during the week. I have attached my CV for reference. If my application is successful, I will be available to start work after 24 October.

Thank you for your consideration. I look forward to hearing from you soon.

Yours faithfully,
An
Nguyen Van An

Tips

The main purpose of writing an application letter is to introduce yourself in the most effective way and persuade the employer to give you an interview. You should:

- make sure your letter of application follows a standard format.
- start your letter by stating the position you apply for and explaining why you are interested in it.
- give some information about yourself and describe any relevant experience.
- highlight relevant qualities and skills.
- show your interest in the job.
- indicate when you will be available for an interview and when you can start work.
- use professional, formal, and polite language.
- end with a brief closing paragraph and your signature.

Dịch và chép phần ghi chú bên cạnh vào tập chuẩn bị. Lưu ý: Chỉ dịch phần CẦN dịch.