

4.7 Writing

A job application letter

1 Complete the letter with the words below.

addition applying available currently forward
gain regarding response taking

Dear Sir/Madam,

I am writing in ¹ *response* to your advertisement. I am interested in ² _____ for the post of social programme assistant at your summer school in Bournemouth. I am ³ _____ in my final year at high school and I hope to study Physical Education at university. Therefore, I am very keen to ⁴ _____ work experience.

⁵ _____ the post, I play a lot of sports and I have done swimming coaching at my local leisure centre. In ⁶ _____, I have a National Pool Lifeguard Qualification. Furthermore, I am based in Bournemouth, so I am familiar with local attractions and events. I am a very social person and I love meeting overseas students from different cultures. Thank you for ⁷ _____ the time to read my application. I am ⁸ _____ for an interview at any time.

I look ⁹ _____ to hearing from you.

Yours faithfully,
Alice Morgan

2 Match informal phrases 1–8 with formal phrases with similar meanings a–h.

| | |
|--|---|
| 1 <input checked="" type="checkbox"/> Hi there, | a I look forward to hearing from you. |
| 2 <input type="checkbox"/> I'm really into meeting people. | b I am currently available for an interview. |
| 3 <input type="checkbox"/> Speak soon. | c Dear Sir/Madam, |
| 4 <input type="checkbox"/> You can interview me now. | d I am writing in response to your job advertisement. |
| 5 <input type="checkbox"/> Get in touch when you want. | e Regarding the position, |
| 6 <input type="checkbox"/> I saw your job ad. | f I am very interested in the post. |
| 7 <input type="checkbox"/> About the job, | g I am a very social person. |
| 8 <input type="checkbox"/> I really want the job. | h Please do not hesitate to contact me. |

3 Choose one of the jobs in these adverts. Make notes to answer the questions below.

Data clerk

Do you want experience working in a bank this summer?

We are looking for junior data clerks to work in the month of July. You will be good at Maths and have experience of using spreadsheets.

**Please apply to Tom Sharp,
HR Department, Exeter Bank.**

Receptionist

We are looking for a person to work on our reception desk at a residential home for the elderly this summer. You will have good interpersonal skills and an interest in helping people.

**Please apply to Ruth Mayors
at the address below.**

Job application notes

1 Reason for writing

2 What are you doing now?

3 Describe your experience

4 Describe your personal qualities

WRITING TIME

4 Write a job application letter for the advert you chose in Exercise 3.

1 Find ideas

Make notes about:

- your reasons for wanting the job.
- what you are doing now.
- your experience and personal qualities.

2 Plan and write

- Organise your ideas into paragraphs. Use Alice's letter in Exercise 1 to help you.
- Write a draft of your letter.

3 Check

- Check language: have you used a formal style?
- Check grammar: have you used future tenses correctly?
- Write the final version of your letter.

Self-check

Vocabulary

1 Choose the correct option.

- 1 James is a *psychologist* / *librarian* and he helps people with their mental health.
- 2 The *cleaner* / *accountant* usually starts work after everybody has left for the day.
- 3 My mum works as a *lab assistant* / *travel agent*, so we get cheap holidays!
- 4 The *mechanic* / *electrician* was terrible – our car doesn't even start now!
- 5 Carla is a *fashion designer* / *shop assistant*. She creates beautiful clothes.
- 6 Did you know that Tom's dad is a famous social media *influencer* / *plumber*?
- 7 I'd love to be a *personal trainer* / *film director* and make movies.
- 8 Working as an *interpreter* / *translator* is stressful. You have to translate speech in real time.

2 Match the words below with the definitions.

flexible working hours member of staff pay rise
salary temporary contract well-paid

- 1 when you can choose what time to start/ finish work: _____
- 2 a regular payment you receive for working: _____
- 3 a job where you receive a lot of money is this: _____
- 4 when the money you get from a job increases: _____
- 5 a job with this is for a fixed/short period of time: _____
- 6 one of the people who work somewhere: _____

3 Complete the words in the sentences.

- 1 You should follow a c _____ in teaching. You'd be very good at it.
- 2 Pam is a professional b _____. She describes different products on her website.
- 3 The shoe factory is the largest e _____ in this area.
- 4 Chiara's a successful fashion designer and she's won several a _____ for her work.
- 5 I'm really nervous. I have an i _____ for a job I really want to get tomorrow.

Grammar

4 Complete the dialogues with the correct future form of the verbs in brackets.

- 1 A: What are your plans for this evening?
B: I _____ (watch) the last episode of that drama.
- 2 A: I'm really hungry after that football match.
B: I _____ (make) you a sandwich if you like.
- 3 A: Do you think Macy _____ (pass) the exam?
B: I'm not sure. She hasn't studied much at all.
- 4 A: What time do we need to leave?
B: Our train _____ (leave) at ten, so hurry up.
- 5 A: Oh no! Look at those dark clouds.
B: You're right. It _____ (rain).
- 6 A: What _____ (you/do) tomorrow? Any plans?
B: No, I'm not sure yet.
- 7 A: How are we getting there in the morning?
B: By bus. It _____ (stop) outside the shop at 7.
- 8 A: Any plans for the weekend?
B: No, I'm tired. I _____ (stay) at home.

5 Complete the text with the Future Continuous form of the verbs below. There is one extra verb.

apply choose go live move not do study work

This time next year ¹ _____ in New York! My mum has been promoted. She ² _____ at the same company, but she ³ _____ the same job. We ⁴ _____ there at the end of the year. I ⁵ _____ to a new school. In a few years' time, I ⁶ _____ to universities there too. Hopefully, I ⁷ _____ somewhere really good. I'm really excited!

Speaking

6 Choose the correct option.

- 1 A: Look out / after! You nearly hit me!
B: Oh dear, sorry!
- 2 A: You're not allowed of sitting / to sit here.
B: Oh right, sorry. I didn't know that.
- 3 A: Be sure listen / to listen to the customer.
B: OK, I will.
- 4 A: Don't forget to feed / feeding the cat.
Do / Make sure she has water in a bowl.
B: No problem.

YOUR SCORE

Vocabulary: ___/20 Speaking: ___/5
Grammar: ___/15 Total: ___/40