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 [c] Hi there,
2 [ ] I'm really into meeting people.
3 [ ] Speak soon.
4 [ ] You can interview me now.
5 [ ] Get in touch when you want.
6 [ ] I saw your job ad.
7 [ ] About the job,
8 [ ] I really want the job.

a I look forward to hearing from you.
b I am currently available for an interview.
c ~~Dear Sir/Madam,~~
d I am writing in response to your job advertisement.
e Regarding the position,
f I am very interested in the post.
g I am a very social person.
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.

LIVEWORKSHEETS

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

On the Po LIVEWORKSHEETS
Extra Practice Activities: Self-check