

Tasks

Task 1

Choose the correct answer.

1. Which of these is the best subject line?
 - a. Jobs
 - b. Application for IT consultant position
 - c. IT consultant
 - d. Job advertisement
2. Which of these should you NOT use to start a cover letter or email?
 - a. Dear Mr Kelly,
 - b. Dear HR Talents,
 - c. Hi Stephen,
 - d. Dear Sir/Madam,
3. Which of these phrases can you use to complete this sentence? *I'm writing ... the job advertisement for the position of IT consultant.*
 - a. in response to
 - b. regarding
 - c. with regards to
 - d. in response to / regarding / with regards to (all answers are correct)
4. In your email, what can you also include?
 - a. details of your hobbies
 - b. all of your work experience
 - c. one or two examples of your relevant skills
 - d. the names of all your family members
5. What is a CV called in American English?
 - a. a résumé
 - b. a job application
 - c. an advertisement
 - d. a position
6. Before writing your name, how can you sign off your email?
 - a. Ciao!
 - b. Laters,
 - c. Bye,
 - d. Best regards,

Task 2

Put the parts of the email in the correct order.

_____ Best regards,

_____ I look forward to hearing from you soon about a possible job interview.

_____ Please see my attached CV for more information about my qualifications and experience.

_____ Taukif Ali

_____ Dear Ms Tan,

_____ I'm writing with regards to the position of lead engineer you advertised on your website. I have many of the qualifications you are looking for and am interested in applying for the above job.

_____ I have a Master's in Engineering and ten years' experience leading an engineering project based in Dubai. I have the ability to work under pressure and excellent problem-solving skills.

Task 3

Write a word to fill the gaps.

(1) Ms Campbell,

I'm writing (2) response (3) your job advertisement for an outreach worker. I have six years' experience working (4) the charity sector. I have worked (5) three years (6) a social worker. I also worked as (7) volunteer for three years (8) a centre for the homeless.

I have good experience of working (9) a team and organising my own workload.

Please find attached my CV (10) more information.

I am looking forward (11) hearing (12) you.

Best regards,
Sam Hill

Discussion

What kind of information would you include in your CV or résumé?