6.7 WRITING

A job application

I can write a basic letter of application.

1 Read the job advert and answer the questions.

1 What kind of job is it advertising?
2 Is it a permanent job?
3 Is it a well-paid job?
4 How old do you have to be to apply?
5 What characteristics should the candidate have?
6 What are the working hours?

ARE YOU LOOKING FOR A
SUMMER JOB?

JOHNSON'S BUILDERS REQUIRES
an office helper – €10 per hour

ARE YOU
16 or over? • reliable and hard-working?
friendly and willing to learn?



WE OFFER
excellent conditions • flexible hours
a chance to learn office skills

NO PREVIOUS EXPERIENCE NECESSARY!

2 Imagine you want to apply for the job. Tick five pieces of information you should include in your application letter.

- Say where you saw the advert. ☐
- Say what you are doing now. ☐
- Say how you intend to spend your salary. ☐
- Give reasons why you are interested in the job. ☐
- Mention any relevant work experience. ☐
- Say why you liked or didn't like previous jobs. ☐
- Say when you are available for interview. ☐
- Warn them not to call you at certain times. ☐

3 Read the letter of application. Check your ideas in Exercise 2. Cross out the three sentences that are NOT appropriate.

Dear Sir or Madam,

With **reference to** your advertisement in yesterday's *Devonshire Times*, I would like to **apply for** the position of office helper. **At the moment**, I am in my final year at school, and I will be available to start work from 1st June. I really need this job because I want to earn some money to go on holiday.

I am **particularly interested in** your company because I hope to study architecture at university. I **attach my CV** for your information. As you will see, I worked on a building site last summer. It was a bit hard, but I got a really good suntan.

I do not have much experience of office work, but I am a fast learner. I have good communication skills and I enjoy working as part of a team. **For these reasons**, I feel I would be a suitable candidate for the job you are advertising.

I can be available for interview **at any time**. I have listed my contact details on my CV. Please don't call me before ten o'clock in the morning.

I look forward to hearing from you.

Yours faithfully,

Richard Dawson

4 Read the WRITING FOCUS. Complete the examples with the phrases in purple in the letter in Exercise 3.

WRITING FOCUS

A job application

1 Say where you saw the advert
I am writing in connection with your advertisement in …/
With [1] *reference to your advertisement in …*

2 Say why you are writing
I am writing to express my interest in the position of …/I would like to [2] _____ *the position of …*

3 Say what you are doing now
Currently, I am …/At [3] _____*, I am …*

4 Give reasons why you are interested in the job
I found your advertisement very interesting because …/I am [4] _____ *your company because …*

5 Mention your CV and any relevant work experience
I have some experience of …/I worked for … as …/I [5] _____ *your information.*

6 Give reasons why you are a suitable candidate for the job
I would be a suitable candidate for the job because …/ [6] _____ *, I feel I would be a suitable candidate for the job you are advertising.*

7 Say when you are available for interview
I can be available for interview [7] _____ .

LIVEWORKSHEETS

5 **Complete the sentences from a job application with phrases in the WRITING FOCUS.**

1 I am writing in _____ with the advertisement on your website.
2 I am writing to express my _____ in the position of waiter.
3 I have some _____ of working in a busy restaurant.
4 I found your _____ interesting because I would like to work outside.
5 I would be a _____ candidate for the job because I learn very quickly.
6 I can be _____ for interview after 17 July or any weekend.

6 **Read the advert below and sentences 1–6 from different candidates. Are the people right (R) or wrong (W) for the job? Discuss with a partner.**



1 At present I'm taking swimming lessons. I take my level 1 test in July. I'm confident that I'll succeed. ☐
2 I believe I possess the right skills for the job because I worked on Wild West Summer Camps last year. ☐
3 My spoken English requires some improvement, but I can sing English pop songs. ☐
4 I have experience of working in summer camps, and I've had many opportunities to practise putting up tents. ☐
5 I think I'm a suitable candidate for the job. I'm available for work from 15th August, after my summer holiday. ☐
6 While I was working as a swimming instructor last summer, I obtained a certificate in first aid. ☐

7 **Read the LANGUAGE FOCUS. Complete the examples with the underlined phrases in Exercise 6.**

LANGUAGE FOCUS

Formal language in a job application letter

Formal	Informal
1 *I possess*	*I've got*
2 _____	*the right person*
3 _____	*free*
4 _____	*I've worked on*
5 _____	*plenty of chances*
6 _____	*I got*
7 _____	*At the moment*
8 _____	*I'm sure*
9 _____	*do well*
10 _____	*needs*

8 **Make the sentences more formal. Then tick the ones that you could truthfully include in a letter of application.**

1 I got top marks in my English exams at the end of last term. ☐
2 I hope to have plenty of chances to travel in my future career. ☐
3 At the moment I'm doing part-time work in a restaurant. ☐
4 I believe that I am the right person for a job in sales and marketing. ☐
5 I'm sure that I've got good communication skills and can work well in a team. ☐

SHOW WHAT YOU'VE LEARNT

9 **Do the writing task. Use the ideas in the WRITING FOCUS and the LANGUAGE FOCUS to help you.**

You've read the advertisement from Exercise 6 in *International Student Times* and you'd like to apply for the job. Write a job application and send it online to Ross Field. Include the following information:

- write where you've seen the advertisement
- explain what you do and why you are interested in the job
- mention your CV and describe your work experience
- write when you can come for an interview.

Dear Sir or Madam,

I am a sixteen-year-old Ukrainian student and I am writing …

LIVEWORKSHEETS

6.7 WRITING

A job application

1 Replace the informal phrases in the sentences with the formal words from the box.

a suitable candidate at present available
confident experience of working
many opportunities obtained possess
succeed requires

I've got all the skills needed to be an office assistant. *possess*

1 At the moment I'm working as a travel agent. _____
2 I am free to begin work from Monday 6th June. _____
3 I have worked on over twelve fruit farms in Europe. _____
4 I believe that I am the right person for the position of shop assistant. _____
5 I am sure you will be satisfied with my work. _____
6 I work hard and I have the right attitude to do well. _____
7 This job will provide me with plenty of chances to develop myself. _____
8 I got a certificate in teaching from Cambridge University. _____
9 I truly believe I have the talent the position needs. _____

2 Put the words in order to make phrases for a job application.

1 reference / With / your / advertisement / in ... / to
With reference to your advertisement in ...
2 position / the / writing / I / am / express / my / to / in / interest / of ...
_____
_____
3 advertisement / very / found / because ... / I / your / interesting
_____
_____
4 would / suitable / because ... / I / be / a / candidate / the / job / for
_____
_____
5 experience / My / includes ...
_____
6 enclose / CV / my / for / information. / I / your
_____
7 any / at / available / I / be / can / interview / for / time.
_____
_____
8 am ... / Currently, / I
_____

3 Match the beginnings and the correct endings to make sentences for a job application.

I am writing in response to your advertisement (f)
1 I would like to apply for the position of ( )
2 At the moment, ( )
3 I am particularly interested in your company because ( )
4 As you will see ( )
5 I would be a suitable candidate for the job because ( )

a I am in my final year at senior school.
b I volunteered for a charity last summer.
c I am responsible and creative.
d part-time sales assistant.
e I would like to work for an international organisation.
f in the *Student Times*.

4 Replace the underlined phrases a–e in the job application with similar phrases from Exercise 2.

Dear Sir or Madam,

1 I am writing in response to your advertisement in *Work and Travel Magazine*. [a]___ I would like to apply for the position of children's activity organiser at the Grand Hotel this summer. [b]___ At the moment, I am preparing for my final exams, and I will be available to start work from July 5th.

[c]___ I am particularly interested in your company because I plan to do Hotel Management at university. I enclose my CV for your information. As you will see,[d]___ I spent last summer working as a summer camp supervisor at a local primary school.

[e]___ I would be a good candidate for the job because I get on well with children and am a responsible, creative and organised person.

I have provided my contact details on my CV and can be available for interview at any time.

I look forward to hearing from you.

Yours faithfully,
Mia Read



LIVEWORKSHEETS

5 **Read the task below. Then read the email and complete the gaps with the correct forms of the verbs from the box.**

You have seen the advertisement below in the *International Student Times* and want to apply for one of the jobs. Write a letter of application to Barry Winston.



Do you want to spend the summer living and working in Ireland?

We need friendly, outgoing young people with a good knowledge of English for the following posts:

- Reception staff
- Promoting tours and trips
- Tour guide
- Snack bar staff

Experience preferred but not necessary
To apply or to receive an information pack write to

Barry Winston at
bwinston@winstoncampsites.com

Write your letter of application in about 80–130 words. Include and develop these points:

- Say where you saw the advertisement.
- Say what you are doing now, which post you are applying for and why you are interested in the job.
- Mention your CV and any relevant work experience.
- Say when you could have a telephone interview.

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Dear Mr Winston,

With reference [A]*to / by* your advertisement in the *International Student Times*, I would like to [1]_____ for the position [B]*to / of* tour guide. I am currently [C]*in / on* my final year at school but would like to [2]_____ more work experience before studying Tourism [D]*on / at* university next year.
I have [3]_____ my CV [E]*with / for* your information.
As you will see, I have some experience as a tour guide [F]*in / to* Poland and enjoy [4]_____ with people [G]*in / of* all ages. For these reasons, I feel I [5]_____ be a suitable candidate for the job you are [6]_____.
I would be grateful if you [7]_____ send me an information pack.
I can be available for interview at any time.
I look forward to [8]_____ from you.

Yours sincerely,
Richard Marsh

6 **Read the email again and choose the correct prepositions.**

SHOW WHAT YOU'VE LEARNT

7 **You have seen the advertisement below in the Metro newspaper and you want to apply for the job. Write a letter of application. Include and develop these points:**

- Say where you saw the advertisement.
- Say what you are doing now and give reasons why you are interested the job.
- Mention your CV and any relevant work experience.
- Say when you are available for interview.



BIG MIKE'S BURGERS
REQUIRE **SUMMER STAFF**

✔ Are you a teenager looking for valuable work experience in the summer holidays?
✔ Can you cook, clean and take orders?



We are looking for punctual, easy-going and trustworthy young people to join our team for the summer. Experience in customer service and kitchen work is an advantage.

Contact Mike Pickles:
bigmikepickles@bmb.net

SHOW THAT YOU'VE CHECKED

Finished? Always check your writing. Can you tick √ everything on this list?

In my letter of application:

- the beginning matches the end *(Dear Mr Smith ⇨ Yours sincerely; Dear Sir or Madam ⇨ Yours faithfully).* ☐
- I have said where I saw the job advert and why I am writing. ☐
- I have said what I am doing now and given reasons why I am interested in the job. ☐
- I have mentioned my CV and any relevant work experience. ☐
- I have given reasons why I am suitable for the job and said when I will be available for interview. ☐
- I have not used contractions
- I have not used emoticons ☺, or abbreviations *(info / CU / gr8).* ☐
- I have checked my spelling and punctuation. ☐
- My text is neat and clear. ☐

LIVEWORKSHEETS