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