Writing

1 Read the application and answer the questions.

1 What job is Ross applying for?

_____

2 Why does Ross think he would be good for the job?

_____

Dear Mrs Barranger,

I am writing regarding the senior accountant position currently advertised on your website. Please find attached a copy of my CV.

I have worked in the industry for over 11 years, and I also have an ACCA diploma in accounting. I have developed all the necessary skills for the role that you are offering in my present position as an accountant for Synatech. In my role at Synatech, I am responsible for managing two junior accountants, and I think this makes me a very strong candidate for your senior position. I like working in a team, and enjoy helping people to develop their skills.

I would love to discuss the role with you in person. If you would like to get in touch to discuss my application and to arrange an interview, you can contact me on this email address or by phone.

I look forward to hearing from you soon.

Yours sincerely,

Ross Gardley

2 Read the Focus box. Then read the sentences below and decide if they should be placed in the beginning of an application (B), the middle (M) or the end (E).

Using paragraphs in a job application

Pieces of writing are usually organised into paragraphs. Paragraphs make it easier for a reader to find the information they need. Each paragraph usually deals with a different part of the topic, so it's easy for a reader to know where they can find the information they need. Many job applications are organised in the following way:

First paragraph: This tells the reader why you are writing.

Middle paragraph(s): This is where you communicate the main information, what makes you a good candidate for the job, including details of education and work experience.

Final paragraph: This tells the reader what you hope/want to happen next.

a I have worked with the same systems that you use at ITTX for several years. _M_

b Dear Mr Laconti, ___

c I would love the opportunity to discuss the role face to face. ___

d Please find my CV attached. ___

e I also work with a similar-size team in my current position at Belsander, so I don't think it would be difficult for me to adapt to the new role. ___

f You can contact me at any time at this email address or by phone. ___

g I look forward to hearing from you. ___

h I feel I am a strong candidate for the developer position. ___

i I'm writing to express my interest in the developer position which I saw advertised online. ___

j Steven Jones ___

Prepare

3 You're going to apply for a job as a fitness instructor. Read the notes below and think about what else you can say.

- saw advert – Jungle gym
- ten years' experience as an instructor
- love helping people, patient and hard-working
- can start immediately

Write

4 Write your application email. Remember to put your writing into appropriate paragraphs. Use your notes in Exercise 3 and the email in Exercise 1 to help you.

LIVEWORKSHEETS