Vocational Education

Job Application Letter/Email Looking for a Vacancy

WARM-UP

1. "What Job Is It?" Match descriptions with appropriate jobs. Answer the questions.

I repair engines, change oil and filters, check brakes and replace worn parts. I use hand tools and diagnostic equipment.	auto body repair technician
I repair damaged car doors, bumpers and other parts of the car body. I prepare surfaces and help restore vehicles after accidents.	auto electrician
I check batteries, wiring, lights and electronic systems. I use testing equipment to find electrical problems.	auto mechanic

1. Which job would you like to do? _____
2. What skills does this job require? _____

2. "Would You Hire Me?" Compare answers with a partner.



If I apply for an automotive job, I can say:

"I am good at _____."

"I have experience in _____."

"I can _____."

"I would like to work as a _____."

VOCABULARY

3. Match the Words with Their Meanings

1. vacancy	A. a document showing education and experience
2. applicant	B. a person who applies for a job
3. employer	C. a job that is available
4. qualification	D. a person/company that gives you a job
5. experience	E. knowledge and skills gained by doing a job
6. duties	F. things you must do as part of your job
7. apply	G. to officially ask for a job
8. salary	H. money you receive for your work
9. CV	I. a skill or ability to do something well
10. skill	J. an official document showing education/training

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4. Complete the Vacancy.

AUTOMOTIVE SERVICE CENTRE

We have a _____ for an assistant auto mechanic.
Applicants should have a relevant technical _____ and some practical _____.
Good communication and problem-solving _____ are important.
Main _____ include checking vehicles, changing parts and helping senior mechanics.
To _____, send your CV and a short application email.

READING

5. Read the Job Vacancy and Application Email. Pay attention to the structure of the documents.

Job Vacancy

AUTOTECH SERVICE CENTRE –
JUNIOR AUTOMOTIVE TECHNICIAN

Location: Central City
Type: Full-time

We are looking for a motivated Junior Automotive Technician to join our service team.

Main duties:

- inspect vehicles;
- help diagnose mechanical problems;
- replace basic car parts;
- use hand and workshop tools;
- keep the workshop clean and organised;
- work with experienced technicians.

Requirements:

- vocational education in automotive repair;
- basic knowledge of vehicle systems;
- ability to use basic tools;
- good problem-solving skills;
- ability to work in a team;
- willingness to learn.

Previous work experience is an advantage, but motivated school graduates are welcome to apply.

To apply, send your CV and application email to the HR department.

Job Application Email

Subject: Application for Junior Automotive Technician

Dear Mr Brown,

I am writing to apply for the position of Junior Automotive Technician at AutoTech Service Centre. I saw your vacancy on the company's website.

I am a second-year student of automotive technology. I have practical experience from my vocational training. During my practical classes, I have worked with basic workshop tools and learned how to check brakes, change oil and replace simple car parts.

I am interested in automotive repair and I enjoy solving technical problems. I am responsible, careful and willing to learn new skills. I can work independently, but I also enjoy working as part of a team.

I have attached my CV with more information about my education and practical experience. I would be happy to attend an interview and discuss the position with you.

Thank you for considering my application. I look forward to hearing from you.

Best regards,
Alex Marin

6. True or False?

1. Alex is applying for a position as an auto electrician.
2. Alex found the vacancy on the company's website.
3. He is studying automotive technology.
4. He has no practical experience.
5. He has worked with basic workshop tools.
6. He does not like working in a team.
7. His CV is attached.
8. He is willing to attend an interview.



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7. Briefly answer the questions.

1. What position is Alex applying for? _____
2. Where did he find the vacancy? _____
3. What has he done during his practical classes? _____
4. What personal qualities does he mention? _____
5. What document does he attach? _____
6. What does he say about an interview? _____

8. Put these parts of an application email in the correct order.



A. Best regards,
B. I am writing to apply for the position of Auto Electrician.
C. Dear Ms Green,
D. I have attached my CV.
E. Subject: Application for Auto Electrician
F. I look forward to hearing from you.
G. I have practical experience with vehicle electrical systems and diagnostic equipment.

9. What Makes a Good Application? Choose YES / NO.

1. The subject should clearly show the job.	YES	NO
2. We should use very informal language.	YES	NO
3. We should mention relevant skills.	YES	NO
4. We should explain where we found the vacancy.	YES	NO
5. We should attach a CV if requested.	YES	NO
6. We should write everything we know about ourselves.	YES	NO
7. We should finish politely.	YES	NO
8. We should check our spelling before sending the email.	YES	NO

LISTENING

10. Listen to the podcast: "Your Next Automotive Job". Choose the correct answer.

1. The podcast is mainly about:
   A. driving lessons
   B. automotive job vacancies
   C. car prices
2. FastFix Garage needs:
   A. a junior auto mechanic
   B. an accountant
   C. a driver
3. Previous experience for the first job is:
   A. necessary
   B. useful but not necessary
   C. forbidden
4. The second job involves:
   A. repairing engines
   B. repairing car body parts
   C. selling cars
5. The third job is for:
   A. an auto electrician
   B. a painter
   C. a receptionist
6. Applicants should send:
   A. only a photograph
   B. a CV and application email
   C. only a certificate



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SPEAKING

11. "Tell Me Why You're Suitable". Pair Interaction: Employer - Applicant.

chooses one position

- Junior Auto Mechanic
- Auto Body Repair Assistant
- Junior Auto Electrician

answer the questions

- What position are you applying for?
- What are you studying?
- What practical skills do you have?
- What tools/equipment can you use?
- What are your strengths?
- Why would you like this job?

apply useful language

I am applying for the position of ...
I am studying ...
I have practical experience in ...
I can use ...
I am good at ...
I am responsible/careful/patient...
I am willing to learn.
I would like this job because ...

make notes



WRITING

12. Draft Your Job Application Email.

Subject: Application for _____

Dear Mr/Ms _____,

I am writing to apply for the position of _____. I saw your vacancy _____.

I am a student/graduate of _____. I have practical experience in _____.

I can _____ and _____. I am also _____ and _____.

I am interested in this position because _____.

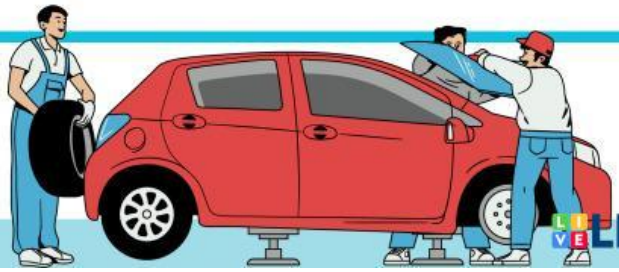
I have attached my _____ with more information about my _____.

I would be happy to attend an _____.

Thank you for _____. I look forward to _____.

Best regards,

_____



LIVEWORKSHEETS