

WRITING ASSESSMENT

COMPETENCIA: Escribe diversos tipos de texto en inglés como lengua extranjera

CAPACIDAD: Reflexiona y evalúa la forma, el contenido y contexto del texto escrito

DESEMPEÑO PRECISADO: Revisa si ha usado un vocabulario variado, apropiado y preciso para relacionar las ideas contenidas en el texto.

A Letter of application and a CV

34 Norton Road
Stoke
S03 6HT
14th February

Dear Ms Simpson,

I am writing in response to your advertisement in *The Stoke Times*. I would like to apply for the job which you advertised in this newspaper on 10th February.

I enclose a CV with information about myself, including education and work experience. As you can see, I have experience of working with children and I also think that I am caring, patient and very hard-working.

I look forward to hearing from you.

Yours sincerely,

Diana Huxley



CURRICULUM VITAE

GENERAL INFORMATION

Address 34 Norton Road, Stoke, S03 6HT
Telephone (home) 0342 455 3212
Telephone (mobile) 632 12 34 56
Email dhuxley@anynet.uk

EDUCATION AND QUALIFICATIONS

Green Coat School, Stoke
A levels in Economics (Grade A), Sociology (Grade B) and English (Grade B)

WORK EXPERIENCE

March 2013 – March 2015
Part-time teaching assistant at Sunnysdale Kindergarten, Stoke
July – August 2012
Helper at Green Valley Summer Camp, Brighton

INTERESTS

Cookery, Surfing
Good knowledge of computers – MS Office, PowerPoint, Excel, Word

WRITING BANK

Useful expressions and conventions in formal letters.

- In formal letters, we write **our address and the date** in the top, right-hand corner.
- We write **Mr** for men, **Mrs** for married women and **Ms** for women when we do not make any distinction if they are married or not.
- We can use the phrase **I look forward to hearing from you** at the end of formal letters.
- When we know the name of the person we are writing to, we end the letter **Yours sincerely**.
- We do not usually use **contractions** in formal letters. For example, we would write **I would like** not **I'd like**.

Read the writing bank and the models of an application letter and a CV to write a letter of application and your CV to apply for the job at the fast-food restaurant and:

- State which job you are applying for
- Say what experience you have
- Describe your personal qualities
- End your letter

JOB OPPORTUNITY



We need waiters and waitresses to work in our new, 21st century fast-food restaurant. Are you friendly? Are you fun? You are? Come and work for us!

Email a letter and CV to Gary Daly gdaly@21stcenturyfood.co.uk

Blank area for writing an application letter.

Blank area for writing a CV.