

New message

- ↗ X

To David Kelly, HR Manager

Cc Bcc

Subject Application for sales manager position

Dear Mr. Kelly,

I am writing in response to the job advertisement on the ABC Jobs website for the position of sales manager.

I have five years of experience in sales. For the last three years, I have worked as a team leader, managing a team of 20 sales assistants in a large store. I have experience in hiring, training and managing staff. I have good communication skills and I can speak Italian, Spanish and English.

I have attached my CV with more information about my background and qualifications.

I look forward to hearing from you soon.

Yours sincerely,

Laura Mazzanti



SEND

1. Choose the correct answer.

Which of these is the best subject line?

A) Jobs      B) Application for sales manager      C) IT consultant      D) Job advertisement

2. Which of these should you **NOT** use to start a cover letter or email?

A) Dear Mr. Kelly,      B) Dear HR Talents      C) Hi Stephen      D) Dear Sir / Madam

3) Which of these phrases can you use to complete this sentence? 'I'm writing \_\_\_ the job advertisement for the position of IT consultant.'

A) in response to      B) regarding      C) with regards to      D) All answers are correct

4) What is a CV called in American English?

A) A résumé      B) A job application      C) An advertisement      D) A position

5) Before writing your name, how can you sign off your email?

A) Ciao!      B) Laters,      C) Bye,      D) Best regards

II. Put the parts of the email in the correct order

**New message** -   X

**To** Cc Bcc

**Subject**

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A      SEND

I have a Master's in Engineering and ten years' experience leading an engineering project based in Dubai. I have the ability to work under pressure and excellent problem-solving skills.

Taufik Ali

I'm writing with regards to the position of lead engineer you advertised on your website. I have many of the qualifications you are looking for and am interested in applying for the above job.

I look forward to hearing from you soon about a possible job interview.

Please see my attached CV for more information about my qualifications and experience.

Best regards,

Dear Ms Tan,

Write a word to fill the gaps.

## New message

\_ ↗ X

To Ms. Campbell HR Manager

Cc Bcc

Subject Application for outreach worker

\_\_\_\_\_ Ms. Campbell,

I am writing \_\_\_\_\_ response \_\_\_\_\_ your job advertisement for an outreach worker.

I have six years' experience working \_\_\_\_\_ the charity sector. I have worked \_\_\_\_\_ three years \_\_\_\_\_ a social worker. I also worked as \_\_\_\_\_ volunteer for three years \_\_\_\_\_ a centre for the homeless.

I have good experience in working \_\_\_\_\_ a team and organizing my own workload.

Please find attached my CV \_\_\_\_\_ more information.

I am looking forward \_\_\_\_\_ hearing \_\_\_\_\_ you.

Yours \_\_\_\_\_.

Sam Hill.

A     

SEND