WRITING: EMAIL OF APPLICATION.

TASK 1

Put the words in the correct groups.

sales assistant communication skills high school diploma IT consultant degree in information technology ability to work under pressure Master's in Engineering certificate in hotel management Engineer marketing manager good team player good at problem

Jobs	Education	Skills

LIVEWORKSHEETS

Task 2

Choose the correct answer.

1. Which of these is the best subject line?
    a. Jobs
    b. Application for IT consultant position
    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. in response to / regarding / with regards to (all answers are correct)
4. In your email, what can you also include?
    a. details of your hobbies
    b. all of your work experience
    c. one or two examples of your relevant skills
    d. the names of all your family members
5. What is a CV called in American English?
    a. a résumé
    b. a job application
    c. an advertisement
    d. a position
6. Before writing your name, how can you sign off your email?
    a. Yours faithfully
    b. Laters,
    c. Bye,
    d. Best regards,

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Task 3
Put the parts of the email in the correct order.

_____ Best regards,

_____ 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.

_____ Taukif Ali

_____ Dear Ms Tan,

_____ 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 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.

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Task 4

Write a word to fill the gaps.

(1)..... Ms Campbell,

I'm writing (2) ..... response (3) ..... your job advertisement for an outreach worker.

I have six years' experience working 4) ..... the charity sector. I have worked (5) ..... three years (6) ..... a social worker. I also worked as (7) ..... volunteer for three years (8)..... a centre for the homeless. I have good experience of working (9) ..... a team and organising my own workload.

Please find attached my CV (10) ..... more information.

I am looking forward (11) ..... hearing (12) ..... you.

Yours faithfully,

Sam Hill

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