Universidad Tecnológica Emiliano Zapata del Estado de Morelos
Academia de Idiomas
5th QUARTER UNIT II GETTING A JOB

STUDENT'S NAME: _____ **5th A MECHATRONICS**

I) Use the words from the box to complete the cover letter.

Working, apply , language, entitles, advertised, interview, attached, discuss, assistant, start, mobile, experience, dealing, knowledge, since

Re: Job as a part-time sales assistant (reference: JBW5014) February, 16th 2023

Dear Sir/Madam,

I would like to (1)_____ for the job of part-time sales assistant in the food section of Fortnum & Mason's in Piccadilly, as (2)_____ in "Recruit Now" on 14 February. Please find (3)_____ a copy of my CV.

My previous jobs include two years as a sales (4)_____ in an organic food shop in Japan. This has given me (5) _____ of dealing with customers, as well as cashier skills and a basic (6) _____ of food retailing.

I have been living in London (7) _____ last September, and am currently studying English at a (8) _____ school. I have good English communication skills (recently I passed the Cambridge First Certificate in English exam). My fluency in Japanese may be useful when (9) _____ with your Japanese customers.

I am an enthusiastic worker, and enjoy (10) _____ in a team. My student visa (11) _____ me to work up to 20 hours per week (or longer during my school holidays), and I could (12) _____ work immediately.

I would welcome the opportunity to (13) _____the job vacancy with you on the telephone or at an (14) _____. I can be contacted most easily on my (15) _____ telephone or by e-mail (see details at the top of this letter).

Yours faithfully,

Akiko Tanaka

Akiko Tanaka

LIVEWORKSHEETS

II) Replace the informal phrases for a formal one from the box

- as advertised
- at any time convenient to you
- I am considered to be
- on a part-time basis
- Sir/Madam
- my duties include
- graduated from

Dear **1) Penguin Café**,

I am writing to apply for the position of Staff Manager **2) because my friend saw your advert** in Saturday's *Wetherfield Gazette*.

I have qualifications in both catering and business. I **3) left** Wellsdale College in 1996 with a degree in Management Studies. I have also completed a six-month course in catering at the Wetherfield Master Chefs' Academy.

I have had six years' experience of working in restaurants. While studying, I worked **4) a couple of days a week** at Guliano's Italian restaurant as a waiter. For the past three years, I have been working as an assistant manager at Burritos. **5) I am in charge of** hiring employees, planning staff timetables, placing orders and accepting deliveries.

6) People say I am a hard-working and friendly person. My references show that I have a good relationship with both employees and customers and that I am able to handle responsibility.

I enclose my CV and would be glad to attend an interview **7) as soon as possible**.

Yours faithfully,

Mark Runham

Mark Runham

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

LIVEWORKSHEETS