

Unit 5 Work

Writing



Formal email: Applying for a job

1. Read the advert.

DAY CAMP GLOBAL, CARDIFF BAY

Part-time assistants needed!

Are you good with children? Are you a responsible, but fun-loving person? Have you had any experience looking after eight- to twelve-year-olds? If so, you may be the person we're looking for!

QUALITIES WE NEED:

- ♦ good communication skills
- ♦ calm, reliable, punctual and responsible worker
- ♦ good team player
- ♦ happy to work with children

YOUR TASKS:

- ♦ welcoming children, handing out information leaflets to kids and parents, helping at meal times
- ♦ working with professional trainers in creative games and activities
- ♦ looking after the health and safety of a group of children

If you're interested, send your application letter to:

Angela Jones at angiejay@daycampglobal.uk

2. Answer the questions.

1. Who are you writing to?
2. Why are you writing to them?
3. What style of language are you going to use?

3. Complete the sentences with words from the box.

advertisement apply experience candidate position hope

1. I already have some work with young children.
2. I saw your in the local paper for people to work at a children's camp in Wales.
3. I believe I am a good for the job because I am a responsible person.
4. I am writing to for the of assistant.
5. I am studying psychology and I to work in a school in the future.

4. Make some notes about yourself. Write at least two facts for each heading.

Education

Interests

Skills and qualifications

Plans and ambitions

5. You are studying on a student exchange programme in Wales. You have found a job offer at a summer camp for children. You've read the advert above. Write a letter of application in which you:

- ☐ say why you are interested in this role
- ☐ describe your previous experience
- ☐ explain why you are a good candidate for this job.

6. Choose the best expressions for your applying

1) Starting your letter:

- a. Dear Angela,
- b. Dear Ms Jones,
- c. Dear Sir/Madam,

2) Finishing your letter:

- a. Yours sincerely,
- b. Yours faithfully,
- c. Take care,

Write a letter of application of at least 100 words. Start your letter in an appropriate way. (Writing bank page 170-171)

NAME

GROUP

