

Part I. VOCABULARY & READING. Read the resumé and fill in the blanks.

traveling abroad

degree

lifeguard

interests

university

sales

grades

waitress

Résumé

Ruth Boswell, _____

234 Park Road, Melbourne

ruthb@hotmail.com

Date of Birth: 05/08/1991



Education _____

2006-2010

1) in English Literature & French,

2) of Melbourne, Australia

2004-2006

Melbourne College

Exam subjects and 3) : English Literature

(A), History (B), French (A)

Work Experience _____

2009-2010

4) , Aquatics Center, Melbourne

2008-2009

5) , Piper's Pizzas, Melbourne

2007

6) assistant, Casual Clothing, Melbourne

Hobbies & 7) _____

Learning foreign languages, swimming, scuba diving, and

8)

B. Read Ruth's cover letter, then match the informal phrases in bold in her letter with the formal phrases below.

Dear Sir/Madam,

1) **I want to apply for the job** of part-time lifeguard 2) **that I read about** in the Daily Gazette on Tuesday, April 3.

I am in my final year of college and am considering a career as a P.E. teacher. 3) **I just got** a certificate in lifesaving and first aid and I feel that a summer job as a lifeguard 4) **is a good idea** for me.

Last summer, I worked as a receptionist at my local swimming pool and as a delivery person in the evenings.

5) **I think I'm** hardworking and enthusiastic. I am also good at working with people.

6) **Here's** a copy of my résumé. 7) **I can come** for an interview at your convenience. 8) **I can't wait to hear from you.**

9) **Best regards,**

Ruth Boswell

☐ I look forward to your reply

☐ Yours faithfully

☐ I am writing to apply for the position

☐ Please find enclosed

☐ I consider myself to be

☐ I am available

☐ which was advertised

☐ would be a useful experience

☐ I recently obtained

C. Writing. You see this job ad on your college website and decide to apply. Write a resume and a cover letter (120-150 words). Use Ruth's as model and follow the tips below.

WANTED



Student to work part-time in college bookstore Mon-Fri evenings.
Are you friendly and patient? Do you enjoy working with the public?
Send cover letter and résumé to: thebookstop@barns.ac.com

How to write a cover letter:

Plan

- Para 1:** opening remarks, reason for writing (*I am writing to... which...*)
- Para 2:** current activity, qualifications, reason for wanting the job
(*I am ... years old and ... degree, I am considering .../I feel that ...*)
- Para 3:** experience
- Para 4:** personal qualities (*I have ..., Last ..., I consider myself to be ...*)
- Para 5:** when available for interview, closing comments (*Please find ..., I am available ..., I look forward ...*)

Writing Tip

Letter writing - formal style

To write a formal letter you need to use:

- full forms *I am writing to ...*
(NOT: ~~I'm~~ writing to ...)
- advanced vocabulary and set phrases
Please find enclosed a copy of my résumé.
- formal greetings and endings *Dear Sir/Madam* → *Yours faithfully* (when you don't know the name of the person you are writing to) *Dear Mr./Mrs./Miss Smith* → *Yours sincerely* (when you know the name of the person you are writing to)