

2 Job Application E-mail

A Read Pedro's e-mail and answer 1 and 2.

- Which job is he applying for? _____
- Is he the right candidate? yes no



Food critic

Degree in journalism desirable but not essential. Must be fluent in English + available to travel. Knowledge of at least two foreign languages is a plus. Competitive pay and benefits.

[Click here to learn more.](#)



e-DJ wanted

Internet radio station looking for long-distance DJ. Must have university degree and interest in music and movies. Fluency in English required.

[Click here to apply.](#)



International test driver

Are you between ages 20-30? Would you like to test each of our models for a month, give us feedback and get paid for it? Some knowledge of mechanics required.

[Apply here.](#)

Dear Ms. Todd,

I would like to apply for the position of _____ listed on the employment opportunity page of your website.

As you will see from my résumé (attached), I have recently graduated from Guadalajara University with a degree in Marketing. I am currently responsible for the sales division at ABC computers, where I have worked for the past six months. I am fluent in English and have a good command of French, German and Portuguese.

I am currently looking for a career change and this seems like the perfect opportunity. I have always been interested in everything related to pop culture and I am sure I can make a very positive contribution to your company.

I will contact you on Monday the 7th to see if we can arrange an interview. If you have any questions before then, please feel free to call me at 8989-7888. I look forward to meeting with you. Thank you for your time in considering my application.

Sincerely,
Pedro Chavez

B Order the topics in the e-mail, 1-5.

- Describe your education / career.
- Restate your interest in the job.
- Say how you learned about the opening.
- Say which position you're interested in.
- Take the initiative to schedule an interview.

C Complete tips 1-7 with **Do** or **Don't**, according to the style used in the e-mail.

- _____ use an informal, conversational style.
- _____ address the reader by his / her first name.
- _____ include your contact information.
- _____ thank the reader.
- _____ end with your first name.
- _____ mention your résumé.
- _____ use lots of contractions (It's, I'm, etc.).

Write it Right!

Remember: There are specific ways to open and close formal e-mails / letters:

Openings: Dear Mr. Smith (Mr. / Ms. + last name) / Dear hiring manager

Closing: Sincerely, / Kind regards, / Best wishes

D Complete 1-7 with the correct prepositions. Scan the e-mail to check.

- Apply _____ a position or a job.
- Graduate _____ (name of university) _____ a degree _____ (area).
- Be responsible _____ something at work.
- Be fluent _____ / Have a good command _____ (a language).
- Be interested _____ something.
- Make a positive contribution _____ a company.
- Call someone _____ (number).

E Your turn! Write an e-mail applying for one of the jobs in A in 120-150 words.

Before

Choose a job and decide why you're the right person. Think of your experience and education.

While

Follow the structure in B. Include four paragraphs and pay attention to tips 1-7 in C.

After

Send your e-mail to another student. Will he / she give you the job?