

## Tasks

### Task 1

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. Ciao!
  - b. Laters,
  - c. Bye,
  - d. Best regards,

**Task 2**

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.

\_\_\_\_\_ Taufik 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.

**Task 3**

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.

Best regards,  
Sam Hill

**Discussion**

What kind of information would you include in your CV or résumé?