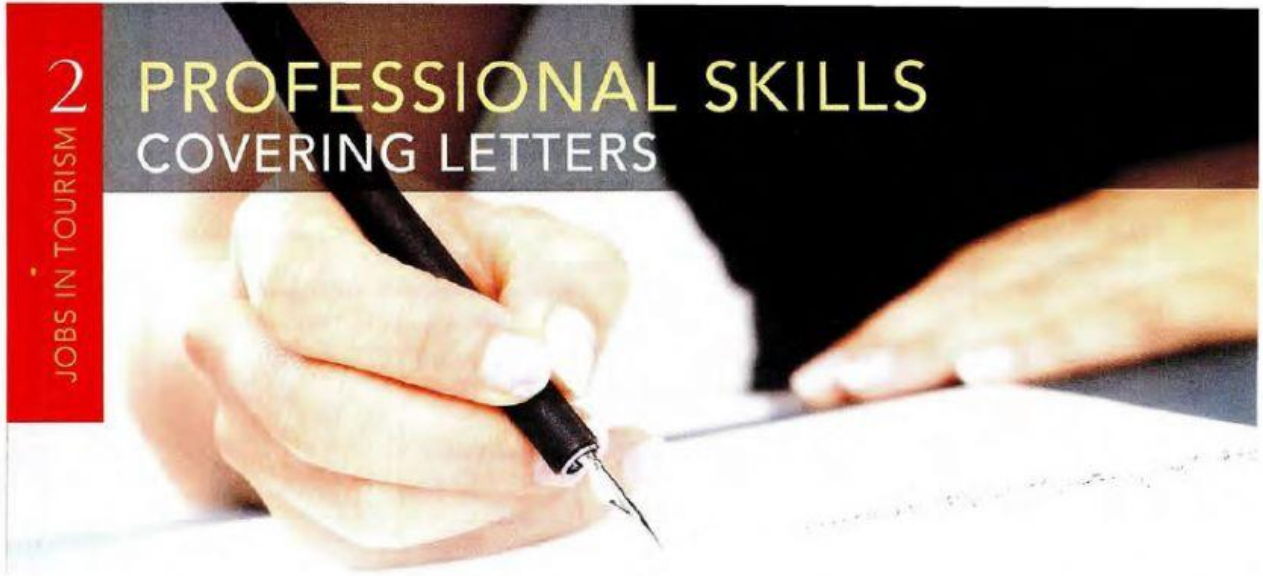


# PROFESSIONAL SKILLS

## COVERING LETTERS



### Reading

#### JOB ADVERTISEMENTS

- 1 Complete the job adverts with the best word or expression in *italics*.



#### JOB OPPORTUNITIES AT FUN PARKS

Fun Parks are offering temporary and permanent <sup>1</sup>*positions/job* with benefits (free meals, entrance tickets and accommodation) in the beautiful town of Ohrid, Macedonia.

Applicants, please send a covering letter with your <sup>2</sup>*work experience/ curriculum vitae (CV) or resumé* to the human resources manager.

[Click here for contact details.](#)

#### Children's Recreation Supervisors

Are you outgoing, enthusiastic and <sup>3</sup>*flexible/flexibility*? Do you love children? Global company Fun Parks are looking for kids' recreation supervisors for our new theme attraction, Pirate Park, opening soon at Lake Ohrid.

<sup>4</sup>*Group/Team* work and good language skills essential. Monthly salary: €775. On-the-job <sup>5</sup>*training/supervision* provided.

#### Restaurant Managers

Do you have excellent communication and organizational <sup>6</sup>*abilities/skills*? Do you work well under pressure? English-speaking Restaurant Manager needed for our nautical café at Pirate Park.

Diploma or degree in Food and beverages <sup>7</sup>*managers/management* an advantage; minimum two years' <sup>8</sup>*experience/working* required. Salary: €2,200 per month.

- 2 Work in pairs. Discuss which job in Exercise 1 you would prefer to do and why.

### Listening

#### SKILLS AND QUALITIES

- 3 2.3 Listen to the human resources manager at Fun Parks. Which job does she talk about first?
- 4 Listen again and make notes about the experience, skills and qualities needed for each job.

## Reading

## COVERING LETTERS

5 Read this covering letter from a job applicant. Which job is he applying for?

Dame Gruev, Gradski Blok 6, 1000 Skopje  
Telephone: +389 23 116 074  
Skype: Miroslav.Wasilew  
Human Resources Manager  
Fun Parks  
Ref. 1179 Fun Park applications

irLanguage.com

Dear Ms Isabela Monti,

I <sup>1</sup>\_\_\_\_\_ for the position of Children's Recreation Supervisor <sup>2</sup>\_\_\_\_\_ on your website on 15 October. I am very interested in working for Fun Parks because I enjoyed the Pirate Park very much when I visited it recently with a group of children.

At the moment, I am studying for a diploma in Tourism Management at the University of Macedonia in Skopje but I am looking for work during the summer vacation. I am in my first year, although <sup>3</sup>\_\_\_\_\_ in working for an after-school club. <sup>4</sup>\_\_\_\_\_ organizing activities and excursions for young children. Please <sup>5</sup>\_\_\_\_\_.

My supervisor says I am outgoing, hard-working and creative. <sup>6</sup>\_\_\_\_\_, I am enthusiastic and I work well in a team. <sup>7</sup>\_\_\_\_\_ from my CV, I speak English and many Eastern European languages fluently.

If you are interested in my application, <sup>8</sup>\_\_\_\_\_ regarding a possible interview. <sup>9</sup>\_\_\_\_\_ hearing from you.

<sup>10</sup>\_\_\_\_\_

Miroslav Wasilew

- 6 Complete the letter in Exercise 5 with expressions from the Professional skills box.
- 7 Write a covering letter for the other job advertised in Exercise 1. Use the models in Exercise 5 and in the Writing bank on page 96 to help you. Include the information below.
- say why you want to work for the company
  - mention any relevant qualifications and/or experience
  - mention your main qualities and skills
  - say you are interested in a job interview

PROFESSIONAL SKILLS:  
WRITING A COVERING  
LETTER

I am writing to apply  
As you can see  
Yours sincerely,  
In addition  
find attached a copy of my CV  
I have two years' experience  
as advertised  
My responsibilities include  
please do not hesitate to contact me  
I look forward to

## Speaking

## INTERVIEW QUESTIONS

- 8 **2.4** Listen and write down ten job interview questions. What other typical questions can you ask?
- 9 Work in pairs. Take turns to read each other's covering letter from Exercise 7. Then take turns to interview each other for the job. Begin and end your interview like this:

Good morning/afternoon. Please take a seat.  
I'd like to ask you a few questions ...

OK, I'm afraid that's all we have time for today.  
Thank you for coming. We'll be in touch.