

CPI 1 WRITING MARK 2

Apply for a summer job abroad!

1. Read the job offers on **English-language** websites, for example, www.coolworks.com . (Looking under “Find a job” => “Seasons” will help you to profile your search to summer jobs.)
2. **Choose a job that you could realistically apply for. Prepare your CV and cover letter.**

In your letter, be sure to respect the **conventional layout** and include the following information:

- Where you saw the job advertised
- The context of your job seeking (it is a compulsory experience abroad as part of your studies)
- Why you are well-suited to this job (refer to your personal qualities and skills acquired through studies, work experience, travel or hobbies, your motivation)
- When you are available to work
- How you can be contacted
- Appropriate formal greeting and ending phrases

....and remember: DO NOT USE CONTRACTED FORMS IN FORMAL LETTERS. Check your spelling carefully.

3. Send your CV and letter to your teacher via AREL (all in ONE document, pdf files only, please).
PLEASE COPY AND PASTE THE EXACT JOB OFFER AND INCLUDE IT IN YOUR JOB APPLICATION FILE.

NB: Apply for the job as you, yourself, now! Do not “play the role” of a graduate from EISTI or a highly-qualified and experienced professional.

Deadline: 23rd March, 9.00am

NB: LATE WORK WILL BE MARKED OUT OF 12!

This work will provide one of your writing marks for the semester.

2 WEEKS TO DO THIS