

## WRITING MARK 1/2

### Apply for a summer job abroad!

1. Read the job offers on English-language websites, for example, [www.coolworks.com](http://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 (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: 20<sup>TH</sup> MARCH, 9:00 am**

Any late work will be marked out of 10.

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