

NAME**Address****Phone number****Email**

(optional: date of birth/age; nationality ; marital status ; driving licence)

OBJECTIVE Acquire work experience in an English-speaking environment (for example)

EDUCATION (use reverse chronological order)

Date: Name of qualification, (explanation/equivalence in England or USA), institution, location

2013-2015: **2-year scientific curriculum in preparation for entrance into Engineering School**, Ecole Internationale des Sciences du Traitement de l'Information (EISTI) – a leading French Engineering School awarding a Master of Science in Computer Science Engineering- Pau, France.

2013: **Baccalauréat S** (equivalent to A-levels/High School Diploma), Lycée Louis Barthou, Pau, France.

WORK EXPERIENCE (use reverse chronological order)

Date: Job title, employer, location

Brief description of tasks, responsibilities, achievements using verbs in the past tense.

July-August 2013 Crew member, MacDonald's, Pau, France.
- Provided customers with fast, accurate service at the counter.
- Ensured the dining area was kept clean and tidy at all times.

SKILLS**I.T. skills**

List operating systems, programming languages and software you can use.

Languages

List languages you speak, your level and any language study trips or relevant overseas travel.

French: Native speaker

English: Intermediate/Strong Intermediate/Advanced level. 1-month language study trip in Brighton, UK, staying with a host family (2012), numerous trips during summer holidays (UK, USA).

Spanish: Basic/ Intermediate/Strong Intermediate/Advanced level.

Indicate any other certificates you may hold.

First-Aid certificate holder

INTERESTS

List sports and hobbies, with an emphasis on team membership and accomplishments where applicable.

Basketball: Member of a local club (3 years). Competed at national level. One year refereeing experience.

References available on request.

32 Job application

A Put the parts below into the correct order to make a complete email for someone applying for a job.

- (a) the summer programme where I worked last year. I am available for interview in Naples any weekday afternoon, and you can email
- (b) as a Word document. You will notice that I have supervised children on a range of sports and cultural activities as well as dealing
- (c) Dear Sir/Madam // With reference to your advertisement on the JobFinders.com website, I am interested in applying
- (d) as I enjoy working with young people. I have a lot of energy and enthusiasm and am also responsible and reliable. I have attached my CV
- (e) First Certificate grade A. I would be grateful if you would consider my application. You will see
- (f) the travel industry. During the last few summer holidays I have
- (g) for the post of tour leader for Italian school students. I am 26 years old and am currently studying
- (h) me or telephone me on the number below. I look forward to hearing from you soon. Yours faithfully
- (i) for a diploma in Tourism at Naples University. After that I hope to follow a career in
- (j) in the job of tour leader, taking students to London. I feel that I would be well-suited for this job
- (k) to do something more varied and challenging, and for this reason I am interested
- (l) with transport arrangements and tickets. You will also notice that my English is good and I have
- (m) from my attached CV that two people can be contacted as references, one is a university professor and the other is from
- (n) worked as a youth leader in Italy, and I enjoyed the work very much. Next summer I would like

1 *c* 2 3 4 5 6 7 8 9
10 11 12 13 14

B The email in section A on the previous page is one long paragraph. Show where new paragraphs could begin by writing a // symbol in the text. The structure below will help you.

1 Greeting

2 Reason for writing

For example: where (and when) you saw the advertisement and which job you are interested in.

3 Your background and experience

For example: your age (optional); present job and/or studies; your qualifications (or if you are a student what you hope to do in the future); a description of your recent work experience.

4 The job

For example: mention the skills and personal qualities that make you suitable for this job.

5 Refer to you CV

Ask the reader to look at your CV/Resume, and focus on one or two key points.

6 Final comments

For example: say that you hope your application will be considered; say who will give you a reference; say when you are available for interview; say how you can be contacted.

7 Standard final sentence

8 Formal ending

C Complete the sentences with *one* of these words: *as, at, for, from, in, of, on, to*.

- 1 With reference your advertisement the JobFinders.com website, I am interested applying the post of tour leader.
- 2 I have attached my CV a Word document.
- 3 I am available interview Naples.
- 4 I'm working a sales representative at the moment.
- 5 You can email me or telephone me the number given my CV.
- 6 I look forward hearing you soon.
- 7 I have a good knowledge business administration. I studied it university.
- 8 I'm unemployed the moment. I've been out work since the summer.
- 9 I'm studying a degree Environmental Studies.
- 10 I hope to follow a career the legal profession.
- 11 I have been working Telekom for one year.
- 12 I attach my CV requested.

CPI1 WORK AND STUDY ABROAD COVER LETTER

Write the verbs in brackets in the correct form.

Greeting	Dear Sir/Madam,
Reason for writing	With reference to your advertisement on the JobFinders.com website, I am interested in _____ (apply) for the post of tour leader for Italian school students.
Background and experience	I am 26 years old and _____ (currently study) for a diploma in Tourism at Naples University. After that I hope to follow a career in the travel industry. During the last few summer holidays I _____ (work) as a youth leader in Italy, and I _____ (enjoy) the work very much. Next summer I _____ (like) to do something more varied and challenging, and for this reason I am interested in the job of tour leader, taking students to London.
The job	I _____ (feel) that I would be well-suited for this job as I enjoy _____ (work) with young people. I have a lot of energy and enthusiasm and am also responsible and reliable.
Refer to your CV	I have attached my CV as a Word document. You will notice that I _____ (supervise) children on a range of sports and cultural activities as well as _____ (deal) with transport arrangements and tickets. You will also notice that my English is good and I have First Certificate grade A.
Final comments	I _____ (be) grateful if you would consider my application. You will see from my attached CV that two people can be contacted as references, one is a university professor and the other is from the summer programme where I _____ (work) last year. I am available for interview in Naples any weekday afternoon, and you can email me or telephone me on the number below.
Standard final sentence	I look forward to _____ (hear) from you soon.
Formal ending	Yours faithfully,

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. Give your printed CV and letter to your teacher or send them via email or AREL (all in ONE file, **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: 20th March, 9.00am by email or AREL, or give it to your teacher by hand during the lesson on the same day.

NB: LATE WORK WILL BE MARKED OUT OF 12!

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