

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 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.