

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.

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A

1 c 2 g 3 i 4 f 5 n 6 k 7 j 8 d 9 b 10 l 11 e
12 m 13 a 14 h

B

Dear Sir/Madam //

With reference to your advertisement on the JobFinders.com website, I am interested in applying for the post of tour leader for Italian school students. //

I am 26 years old and am currently studying 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 have worked as a youth leader in Italy, and I enjoyed the work very much. Next summer I would 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. //

I feel that I would be well-suited for this job 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 as a Word document. You will notice that I have supervised children on a range of sports and cultural activities as well as dealing with transport arrangements and tickets. You will also notice that my English is good and I have First Certificate grade A. //

I would 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 worked last year. I am available for interview in Naples any weekday afternoon, and you can email me or telephone me on the number below. //

I look forward to hearing from you soon. //

Yours faithfully

C

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