

A job application

*I can write a basic letter of application.***1 Read the job advert and answer the questions.**

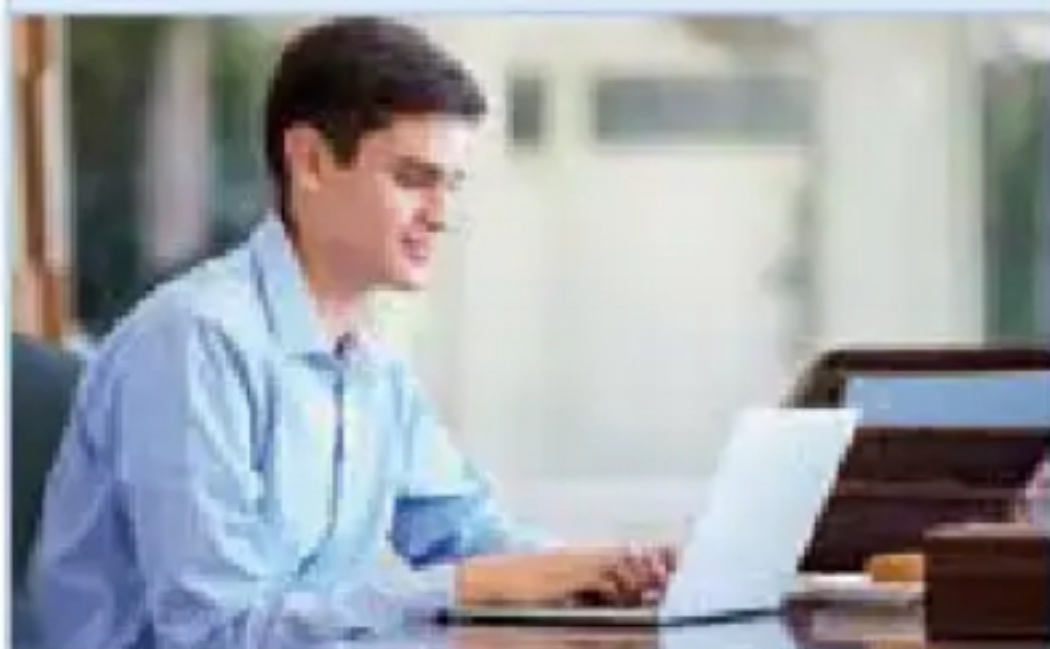
- 1 What kind of job is it advertising?
- 2 Is it a permanent job?
- 3 Is it a well-paid job?
- 4 How old do you have to be to apply?
- 5 What characteristics should the candidate have?
- 6 What are the working hours?

ARE YOU LOOKING FOR A SUMMER JOB?

JOHNSON'S BUILDERS REQUIRES
an office helper – €10 per hour

ARE YOU

16 or over? • reliable and hard-working?
friendly and willing to learn?



WE OFFER

excellent conditions • flexible hours
a chance to learn office skills

NO PREVIOUS EXPERIENCE NECESSARY!

2 Imagine you want to apply for the job. Tick five pieces of information you should include in your application letter.

- Say where you saw the advert. ☐
- Say what you are doing now. ☐
- Say how you intend to spend your salary. ☐
- Give reasons why you are interested in the job. ☐
- Mention any relevant work experience. ☐
- Say why you liked or didn't like previous jobs. ☐
- Say when you are available for interview. ☐
- Warn them not to call you at certain times. ☐

3 Read the letter of application. Check your ideas in Exercise 2. Cross out the three sentences that are NOT appropriate.

Dear Sir or Madam,

With **reference to** your advertisement in yesterday's *Devonshire Times*, I would like to **apply for** the position of office helper. **At the moment**, I am in my final year at school, and I will be available to start work from 1st June. I really need this job because I want to earn some money to go on holiday.

I am **particularly interested in** your company because I hope to study architecture at university. I **attach my CV** for your information. As you will see, I worked on a building site last summer. It was a bit hard, but I got a really good suntan.

I do not have much experience of office work, but I am a fast learner. I have good communication skills and I enjoy working as part of a team. **For these reasons**, I feel I would be a suitable candidate for the job you are advertising.

I can be available for interview **at any time**. I have listed my contact details on my CV. Please don't call me before ten o'clock in the morning.

I look forward to hearing from you.

Yours faithfully,

Richard Dawson

4 Read the WRITING FOCUS. Complete the examples with the phrases in purple in the letter in Exercise 3.

WRITING FOCUS

A job application

1 Say where you saw the advert

*I am writing in connection with your advertisement in .../
With ¹reference to your advertisement in ...*

2 Say why you are writing

*I am writing to express my interest in the position of .../I
would like to ² _____ the position of ...*

3 Say what you are doing now

Currently, I am .../At ³ _____, I am ...

4 Give reasons why you are interested in the job

*I found your advertisement very interesting because
.../I am ⁴ _____ your company because ...*

5 Mention your CV and any relevant work experience

*I have some experience of .../I worked for ... as .../I
⁵ _____ your information.*

6 Give reasons why you are a suitable candidate for the job

*I would be a suitable candidate for the job because .../
⁶ _____, I feel I would be a suitable candidate for the job
you are advertising.*

7 Say when you are available for interview

I can be available for interview ⁷ _____.