

5 Complete the sentences from a job application with phrases in the WRITING FOCUS.

- 1 I am writing in _____ with the advertisement on your website.
- 2 I am writing to express my _____ in the position of waiter.
- 3 I have some _____ of working in a busy restaurant.
- 4 I found your _____ interesting because I would like to work outside.
- 5 I would be a _____ candidate for the job because I learn very quickly.
- 6 I can be _____ for interview after 17 July or any weekend.

6 Read the advert below and sentences 1–6 from different candidates. Are the people right (R) or wrong (W) for the job? Discuss with a partner.



REQUIRE CAMP SUPERVISORS

Do you love outdoor life and camping?

We need friendly, outgoing young people with lots of energy and some knowledge of English.

You must know how to swim.

Experience with children and knowledge of first aid an advantage.



HAVE A GREAT SUMMER, IMPROVE YOUR ENGLISH AND EARN SOME MONEY AT THE SAME TIME!

Please apply to Ross Field, ross@wwsc.net

- 1 At present I'm taking swimming lessons. I take my level 1 test in July. I'm confident that I'll succeed.
- 2 I believe I possess the right skills for the job because I worked on Wild West Summer Camps last year.
- 3 My spoken English requires some improvement, but I can sing English pop songs.
- 4 I have experience of working in summer camps, and I've had many opportunities to practise putting up tents.
- 5 I think I'm a suitable candidate for the job. I'm available for work from 15th August, after my summer holiday.
- 6 While I was working as a swimming instructor last summer, I obtained a certificate in first aid.

7 Read the LANGUAGE FOCUS. Complete the examples with the underlined phrases in Exercise 6.

LANGUAGE FOCUS

Formal language in a job application letter

Formal

¹ I possess

- ² _____
- ³ _____
- ⁴ _____
- ⁵ _____
- ⁶ _____
- ⁷ _____
- ⁸ _____
- ⁹ _____
- ¹⁰ _____

Informal

- I've got*
the right person
free
I've worked on
plenty of chances
I got
At the moment
I'm sure
do well
needs

8 Make the sentences more formal. Then tick the ones that you could truthfully include in a letter of application.

- 1 I got top marks in my English exams at the end of last term. ☐
- 2 I hope to have plenty of chances to travel in my future career. ☐
- 3 At the moment I'm doing part-time work in a restaurant. ☐
- 4 I believe that I am the right person for a job in sales and marketing. ☐
- 5 I'm sure that I've got good communication skills and can work well in a team. ☐

SHOW WHAT YOU'VE LEARNT

9 Do the writing task. Use the ideas in the WRITING FOCUS and the LANGUAGE FOCUS to help you.

You've read the advertisement from Exercise 6 in *International Student Times* and you'd like to apply for the job. Write a job application and send it online to Ross Field. Include the following information:

- write where you've seen the advertisement
- explain what you do and why you are interested in the job
- mention your CV and describe your work experience
- write when you can come for an interview.

Dear Sir or Madam,

I am a sixteen-year-old Ukrainian student and I am writing ...