



Lesson 03: Writing a Job Application

Before you start

- 1 When you apply for a job, you write a letter of application. What information should you put into your letter? Make a list.

Reading

- 2 Look at this advert. Would you like this 'job'?

Crew members wanted

We are planning an expedition to sail the Atlantic Ocean in a replica of the ship used by Christopher Columbus in 1492. We are looking for two young, fit and enthusiastic people to join our crew. You need to be hard-working, flexible and good at working in a team. Travel experience is **essential**. Experience of sailing would be an **advantage**. We offer a **unique** opportunity for the right people. Apply in writing, with your CV, to: jim.smith@realitytv.co.uk.

- 3 Read this advice for writing a letter of application and the letter from Helen King. Is Helen right for the 'job'? Does she follow the advice?

- 1 Read the advertisement. Think about exactly what kind of person the organization wants.
- 2 Look at the personal qualities (e.g. hard-working, enthusiastic) and the experience they ask for. Talk about them in your letter.
- 3 Your letter should be polite and **formal**:
 - say where you saw the advertisement
 - say why you are applying
 - give a short **summary** of your experience
 - talk about personal qualities
 - include a closing statement.

Dear Mr Smith

¹ ___ your advertisement for crew members in The Times. I would like to apply for the post, and enclose a copy of my CV for your attention.

² ___ my personal qualities and experience make me an excellent candidate for this post. ³ ___, I have three years' experience of working on charity projects in developing countries. On these projects, I worked with people from different backgrounds, both independently and as part of a team. I learned to carry out my responsibilities but also to look after the needs of others in the team.

⁴ ___ very much sailing experience, but ⁵ ___ learn. I am highly motivated, hard-working and very well organized. These are all qualities which enabled me to succeed in my charity work. I am sure they will make me a key member of your crew.

I hope you will consider my application. ⁶ ___ contact me if you need more information.

⁷ ___ hearing from you.

Yours sincerely

Helen King

- 4 Match the gaps (1–7) in the letter with the phrases (a–g).

- a As you can see from my CV
- b I am willing to
- c I believe that
- d I look forward to
- e I do not have
- f I am writing in response to
- g Please do not hesitate to

Vocabulary

- 5 Complete the definitions with the **highlighted** words from the advert and the advice.

- 1 _____ means very unusual.
- 2 An _____ helps you do better than other people.
- 3 _____ means very important or necessary.
- 4 A _____ is a short description of something, with no detail.
- 5 _____ means serious and businesslike.

Writing Home work

- 7 You want to apply for the job in the advert below. Make a list of your personal qualities. Invent experience that would be useful for the job, then write a letter applying for the job.

Holiday helpers for disabled children

We are looking for enthusiastic people aged 16–18 to work as helpers on activity holidays for disabled children. The children we work with are aged between 8 and 11, and these holidays give them the chance for new experiences, such as horse-riding, sailing and swimming. You need to have lots of energy and enjoy working in a team. Experience of working with children would be an advantage, but is not essential.

We offer a weekly allowance, free accommodation and the chance to do something really important.

Apply in writing, with your CV, to:
alison@summerkids.com.

Get real

Find a job advertisement in your own language or invent one. Translate it into English. Give it to a friend and ask them to write a letter applying for it. Write an application letter for the job advertisement they give you.