

## 6.7 Writing

A letter of application  
I can apply for a summer job

1 If you saw this job advertisement in your local paper, would you be interested? Why?/Why not? Discuss in pairs.

### 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 a job. Which five pieces of information should you include in your application letter?

3 Read the letter of application. Check your ideas in Exercise 2. Which three sentences 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 part-time 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 enclose 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  
Richard Dawson

### WRITING FOCUS

A letter of application

4 Which examples in purple from the letter in Exercise 3 complete the examples correctly?

- 1 Say where you saw the advert  
I am writing in response to your advertisement in .../With 'reference' 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 ... the position of ...
- 3 Say what you are doing now  
Currently, I am .../At ... , I am ...
- 4 Give reasons why you are interested in the job  
I found your advertisement very interesting because .../I am ... your company because ...
- 5 Mention your CV and any relevant work experience  
My experience includes .../I worked for ... as .../I worked ... for your information. As you will see, I worked ...
- 6 Give reasons why you are suitable for the job  
I would be a suitable candidate for the job because .../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 ... ?

5 You have seen the advertisement below in the *International Student Times* and want to apply for the job. Write a letter of 80–130 words and: say where you saw the advertisement; say what you are doing now and give reasons why you are interested in the job; mention your CV and any relevant work experience; say when you are available for interview.  
Use the WRITING FOCUS to help you.

### WILD WEST SUMMER CAMPS

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@wssc.net