**Writing: Job application letters**

**1 Trying to find a job**

**Complete the sentences with the words in the box.**

advertised post

applied refuse apprenticeship short-listed

headhunted work experience messed up

|  |  |  |
| --- | --- | --- |
| 1. | I saw it ......................................... | on the web and I |
|  | ......................................... for it online. |
| 2. | This guy from an agency ......................................... |
|  | me.They made me an offer I just couldn’t |
|  | ......................................... . |  |
| 3. | I did some ......................................... | there when I |
|  | was at college.Then they offered me a full- |
|  | time ......................................... . |  |
| 4. | I did a one-year ......................................... | with |
|  | them. At the end of it, they took me on |
|  | full-time, which was great. |
| 5. | I got as far as being ......................................... | , but |
|  | I really ......................................... | the second |
|  | interview, I’m afraid. |  |

**Have any of these things ever happened to you – or to anyone you know?**

**2 Before you write**

**Read the job advertisement. Spend three to four minutes deciding what information you would include in the covering letter that accompanies your CV – and what order you would put it in. Then compare your ideas with a partner.**

*We are a UK trading company looking for a full-time*

**OFFICE.**

**ADMINISTRATOR.**

We require:

* very good spoken English.
* office administration, including good IT skills.
* import/export experience – desirable, but not essential.
* strong communication and inter-personal skills.
* desire and ability to work hard and face challenges.

Please fax your CV and covering letter in English to: (815) 332–07212 or email duncan@shotmail.com

**3** **The covering letter**

**First read the letter and decide if you would give Terry an interview.Why / why not? Then, complete the letter with the words in the box.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  | benefited | enclosed | interview | references | response |  |  |
|  |  | challenges | further | invaluable | relevant | suitable |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | 549 Shaftesbury Road |  |
|  |  |  |  |  | Finsbury Park |  |
|  |  |  |  |  | London N6 4ST |  |
|  |  |  |  |  | 20 February 2006 |  |
|  |  | Ms Angela Cartwright |  |  |  |  |  |
|  |  | Personnel Department |  |  |  |  |  |
|  |  | Speed Software Development |  |  |  |  |
|  |  | 150–154 The Avenue |  |  |  |  |  |
|  |  | Croydon CR2 0QU |  |  |  |  |  |
|  |  | Dear Sir | / Madam, |  |  |  |  |  |
|  |  | I am writing in (1) ............... to your recent advertisement |  |
|  |  |  |  | . Please find (2) ............... my |  |
|  |  | for an office administrator |  |  |  |  |
|  |  | current CV. |  |  |  |  |  |
|  |  | I feel I would be (3) ............... for the post for a number of |  |
|  |  | reasons. Firstly, I speak excellent English, having recently |  |
|  |  | passed the Cambridge First Certificate exam with a C grade. |  |
|  |  | Secondly, I feel I possess the (4) | ............... import / export |  |
|  |  | experience, having previously spent a fortnight working in |  |
|  |  | the canteen of a French company trading in lingerie. During |  |
|  |  | this time, I gained (5) ............... experience. I also feel my |  |
|  |  | social skills and ability to communicate (6) ............... from |  |
|  |  | dealing with customer complaints in my workplace. I am |  |
|  |  | now looking to put these new skills into practice. |  |
|  |  | On top of all this, I am a dedicated, motivated worker, able |  |
|  |  | to act both independently and also as part of a team. In my |  |
|  |  | last job, I was responsible for establishing a new system for |  |
|  |  | the collection and cleaning of trays, for which I received an |  |
|  |  | Employee of the Month award. I enjoy new (7) ............... |  |
|  |  | and never give less than my all. |  |  |  |  |
|  |  | I am available for (8) ............... at any time and would be |  |
|  |  | happy to provide (9) ..............., should you require them. |  |
|  |  | Please do not hesitate to contact me should you require any |  |
|  |  | (10) ............... information. |  |  |  |  |
|  |  | I look forward to hearing from you soon, |  |  |  |
|  |  | Yours faithfully, |  |  |  |  |  |
|  |  | Terry S Durham |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

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**4 Starting and ending formal letters**

**Discuss these questions with a partner.**

1. Where do you usually place your name and address in formal letters in your own language? And in English?

1. Where do you usually place the name and address of the person you’re writing to in formal letters in English?
2. If you start a letter *Dear Sir/Madam*, how should you sign off?
3. If you start *Dear Mr Jones*, how should you sign off?
4. If you are writing to Sue Jenkins, what’s the best way to write her name?
5. What’s the difference between starting *Dear* *Sir/Madam* and starting *To whom it may concern*?

**5** **Using grammar: ... -*ing* clauses**

**Discuss with a partner the meanings of these different forms.Then compare your ideas with the explanation.**

1. I possess the relevant experience, having previously spent a year working in a German company trading in industrial furnishings.
2. I feel I am suitably qualified for the post, having both a degree and a Master’s in relevant subjects.

**In formal writing, we often use -*ing* clauses to add explanations. In sentence a. above the meaning is *because/as I have previously spent*. In b. the meaningis *because/as I have*.**

**Complete the sentences with the correct form of the verbs in the box.**

be complete deal with have pass spend

1. I have considerable experience in this line of work,

........................................................ over 20 years in the field.

1. I feel well suited to this particular position,

........................................................ a highly qualified practitioner

with a range of previous experience.

1. I feel confident of my English abilities, ........................................

recently ......................................... the Cambridge First

Certificate.

1. I feel confident of my computing skills, ......................................

recently ......................................... a six-month IT course.

5. I am sure I would be able to meet tight deadlines,

........................................................ similar pressures in my

previous job.

1. I feel I possess the appropriate qualifications for this post, ........................................................ a degree in modern languages and a Master’s in translation.

**▲** For more information on using *-ing* clauses see G4.

Writing: Job application letters

**6** **Using grammar: *should***

**In formal writing, should is often used to mean *if*.**

**For example:**

* Please do not hesitate to contact me, should you require any further information.

**Use the words in brackets to report these formal sentences as if you were talking.**

1. Should you require any further information, please do not hesitate to contact me.

I told them that ...................................................................................... .

(need / more / get in touch)

2. Should payment not be immediately forthcoming, further action may well be taken against you.

They told me that ................................................................................. .

(pay / take / court)

3. Should you find our products available cheaper elsewhere, we would be happy to reimburse you the difference in cost.

They say in their publicity that ..................................................... .

(find / cheaper / else / pay back / difference)

**Now write the formal sentences being reported here.**

1. He told me to make an appointment with his PA if I wanted to talk about it any more.

............................................................................................................................. .

(wish / discuss / further / please / appointment)

1. I asked them to get in touch with me straight away if any jobs come up.

............................................................................................................................. .

(vacancies / available / contact / earliest possible opportunity)

**Compare your ideas with a partner.**

**7 Writing a covering letter**

**Read the job advertisement.Then work with a partner and spend three minutes deciding what information you would include in the covering letter and what order you would put it in.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Modify search** |  | **New search** |  | **Next >>** |

**Position:** Technical Training Engineer

**Location:** Liverpool, England

**Responsibilities:**

* Deliver technical training courses to overseas customers.
* Write or edit technical training documentation.

**Requirements:**

* Excellent English – mother tongue or second language.
* Good telecom or computer background.
* Wide teaching experience preferred.
* Telecom equipment maintenance background preferred.
* Responsible, cooperative and enthusiastic.
* No limits on nationality.

**Underline or make a list of the expressions from this unit that you’d like to use in your letter. Cover the expressions and write your first draft.Then check that you used the expressions correctly and write a second draft.**

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