

A Letter of Job Application

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INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Task 1:

What is the communicative purpose of a job application?

.....

To apply for a job and present yourself in such a way that you get

.....

the job or are invited to an interview.

.....

Task 2:

What kind of information (content) would you expect in such letters?

.....

.....

.....

.....

.....

.....

.....

.....

Task 3:

In what sequence would you expect the information to appear?

- | | | |
|--------|--|---|
| 1..... | purpose/ reference | – why you are writing, where you saw the advert |
| 2..... | enclosing CV | – what you enclose |
| 3..... | qualifications | – what qualifications you have |
| 4..... | experience | – what job experience you have |
| 5..... | present situation | – what you are currently doing |
| 6..... | availability | – when you will be available for the job |
| 7..... | expectations/ request for further contact | – you expect a reply |

Task 5:

Look at the examples once again and underline the phrases expressing

a) Purpose and reference

I am writing to enquire about the possibility.....

I am writing concerning the possibility.....

I would be interested in learning whether.....

I am writing in reply to your advertisement for EFL teachers in today's Scotsman

I heard from X that

b) Enclosing CV

I enclose a CV

As you can see from my CV.....

Please, find enclosed my CV

I have enclosed my CV

c) Qualifications/ credentials

I am an English teacher with an additional RSA qualification in TESL

I am at present studying for the RSA Dip. TEFLA at

I have the RSA Postgraduate Certificate in TEFL

d) Experience

I have been teaching EFL from 1981

I have experience of teaching in

I also gained experience in

I have X years teaching experience

e) Present situation

I am teaching in ... / I am currently teaching at

I work for

I am at present studying for.....

I have been working with a firm of

f) Availability

I will be available to teach in ...(month).....

I will be free to take up other employment from ...(date).... onwards

I would be available for employment after

g) Expectations/ Requests for further contact

I hope you will consider my application

I look forward to hearing from you in due course

I am contactable at the above address

I would be grateful if you could send me further details

Task 6:

Are any tenses typical of particular steps ?

- 1. Purpose :** present continuous
- 2. CV:** present simple, present perfect
- 3. Qualifications:** present simple
- 4. Experience:** present simple, present perfect
- 5. Present situation:** present continuous
- 6. Availability:** future will, conditional would
- 7. Expectations/
Further contact:** present simple, conditional

Task 7:

Is there any typical vocabulary ?

Nouns

reply
Advertisemen
t
qualification
employment
CV
experience
certificate
application
details
post
position

Verbs

enquire
enclose
write
consider
look forward to
concern
arrange
require
take up
hear
appreciate

Adjectives

available
grateful
contactable

Adverbs

currently
onwards

Task 8:

Study the jumbled text and label each part according to its function

- Avail.** 1. As my contract expires in September, I will be free to take up the job from October onwards.
- CV** 2. As you can see from my CV
- F.cont.** 3. I look forward to hearing from you in due course.
- Pres. s.** 4. I am currently working for the Aranco Oil Company in Saudi Arabia .
- Q+Exp.** 5. I have the RSA Diploma in TEFL and have been teaching ESP since 1985.
- Purp.+Ref** 6. I am writing in reply to your advertisement for an teacher in the Guardian of June 15 1999.
- F. cont.** 7. I would be grateful if you could send me further details of the post.

Task 9:

Put the sentences in order

6.

2.

5.

4.

1.

7.

3.

Task 10:

Put the verbs in the correct tense. The first one has been done as an example.

Dear Sir/Madam,

I (1) *am writing*.. (write) in reply to the advertisement which **appeared**(appear) in the Western Mail on 27 April regarding an opening for a Personal Assistant to the Director.

I (3) **consider**(consider) that I am well qualified for this post. I **have** ... (have) an RSA Certificate in Office Management. I (5)....(be) fluent in French and have the French Chamber of Commerce language **completed** In 2002 I (6)....(complete) an in-service course in IT.

am working
At the moment, I **am working** (7)....(work) as a travel guide for **work** travel agency, where I (8)...

My contract **expires** (9)....(work) for three years. Prior to guiding I (9).... (work) as a typist.

As my contract (10)....(expire) in October, I (11) (be available) to take up another employment from November onwards.

I (12) **enclose**(enclose) a full CV and (13) **will be happy** (be happy) to answer any further questions you may (14).... ... (have).

I (15) **look forward**.... (look forward) to hearing from you.

Yours faithfully,

Mary Parker

Task 11:

Complete the text with the following words. The first has been done as an example.

available opportunity obtained advertised assisted hearing
enclose due apply qualified may completing

Dear Mr. Johnson,

I would like to (1)....*apply*..... for the position of a laboratory assistant *advertise* (2) ... in the April Issue of the New Scientist. *d*

I (3) ...*enclose* ... a copy of my CV with the names of two referees.

I feel that I would be a (4)*qualified* ... candidate for the position. I am (5)*completing* ... my Bachelor's degree in Biology this May and *available* (6)... ... for employment from the end of June. *opportunity*

As a Teacher Assistant in the Department *assisted* Molecular Biology, I have had an (7)... *obtained* ... to work with a team of researchers. I have (8)... ... with numerous projects and have (9)... ... experience with many laboratory techniques. *may*

I would be happy to answer any questions you (10) *due* ... have. *hearing*

I look forward to (11)... ... from you in (12)... ... course.

Yours sincerely,

Andrew Baxter

The layout of a letter

