**Applying for a job**

**Lead in**

1. What kind of information should be included in a letter of application? Tell your partner/group.
2. Read the items below and tick which you think are appropriate for a job application letter.
3. Ask about the reader’s family.
4. State a reason for writing.
5. Use an informal style.
6. Organise your letter into clear paragraphs.
7. Include details of your qualifications and experience.
8. Use contractions such as **I’m** 27.

**Input**

1. Read the following letter of application. In pairs, put the sentences in the correct order. What job is Marta applying for?

|  |  |
| --- | --- |
| My ***knowledge as a leader*** and my ability to ***get things done*** will enable me to contribute to the high-quality service your company provides. I feel I am the ***best person*** for the position for the reasons stated and would ***really love*** the opportunity to work for your organisation. | **\_\_\_\_\_\_\_\_** |
| Dear Sir/Madam | **\_\_\_\_\_\_\_\_** |
| I am ***free*** for an interview at any time and you can contact me at the email address provided. | **\_\_\_\_\_\_\_\_** |
| ***Right now*** I am at the Polytechnic of Central London and am in my second year of a B.A. in Management. I will be graduating in 2016. The course includes topics relevant to the positionsuch as Operations Management, Human Resources Management and Accounting. | **\_\_\_\_\_\_\_\_** |
| ***I can’t wait to hear*** from you ***soon***.  Yours sincerely  Marta Dias | **\_\_\_\_\_\_\_\_** |
| While studying I have held the post of Executive in the Management Society, which has ***given me*** invaluable hands-on management experience. I ***am much better at being able to*** lead and supervise subordinates effectively while leading and organising Management Society activities. | **\_\_\_\_\_\_\_\_** |
| I am writing ***about*** your advertisement in the The Times on 1September 2015 and I would like to apply for the Management Trainee ***job***. | **\_\_\_\_\_\_\_\_** |

1. Read the letter ignoring the gaps. With a partner discuss the following:

In which paragraph does the writer:

1. provide details of her qualifications, experience and skills?
2. indicate she expects a reply?
3. state why she believes she is suitable for the position?
4. state her reasons for writing?

Dear Sir/Madam

I am writing ***about*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_your advertisement in the The Times on 1September 2015 and I would like to apply for the ***job*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Management Trainee.

***Right now*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I am at the Polytechnic of Central London and am in my second year of a B.A. in Management. I will be graduating in 2016. The course includes topics relevant to the positionsuch as Operations Management, Human Resources Management and Accounting.

While studying I have held the post of Executive in the Management Society, which has ***given me*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ invaluable hands-on management experience. I ***am much better at being able to*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_lead and supervise subordinates effectively while leading and organising Management Society activities.

My ***knowledge as a leader*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and my ability to ***get things done*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will enable me to contribute to the high-quality service your company provides. I feel I am the ***best person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** for the position for the reasons stated and would ***like*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the opportunity to work for your organisation.

I am ***free*** for an interview any time and you can contact me at the email address provided.

***I can’t wait to hear*** from you ***soon***.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours sincerely

Marta Dias

**Language Focus**

1. Work in pairs. Read the letter again. Replace the words and phrases in **bold** with a more formal word or phrase.
2. Look at the letter again and find fixed phrases for the following:
   1. To say why you are writing and where you heard about the job
   2. To say which job you are interested in
   3. To say you expect a reply
   4. To say how when and how you can be contacted
   5. To say why you are the best person for the job
3. Rewrite the sentence so that it has a similar meaning to the first, using the word in bold.
4. I can get things done (**pressure**)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I can’t wait to hear from you. (**hearing**)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I am writing about the job. (**reference**)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I want to put my name down for the job. **(apply)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I am the best person for the job. (**ideal**)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I can come to an interview whenever you want. **(available**)

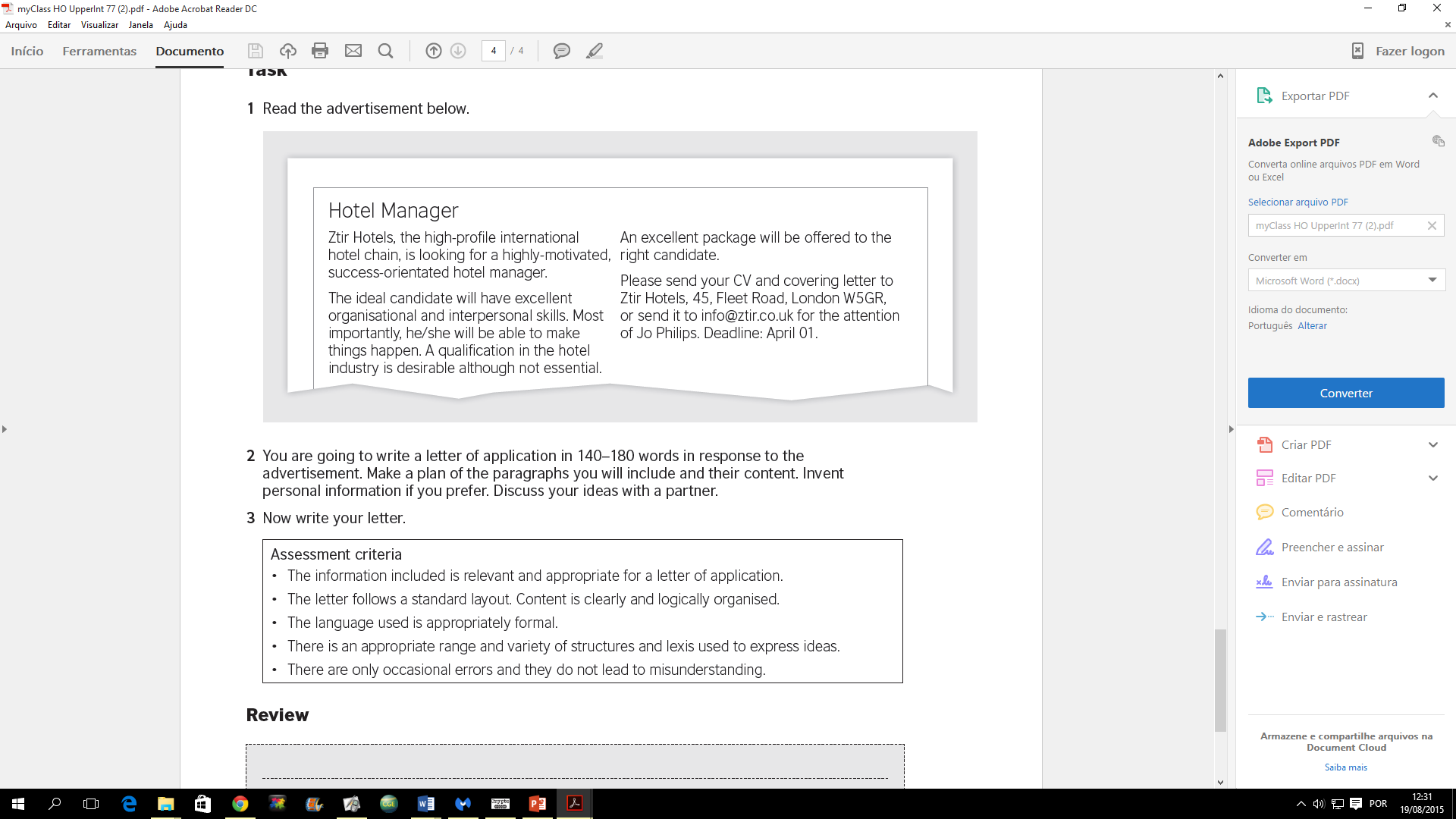
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Language Focus**

1. Work in pairs. Read the letter again. Replace the words and phrases in **bold** with a more formal word or phrase from the following list:
2. in the near future
3. have improved my ability to
4. At present
5. with reference to
6. ideal candidate
7. welcome
8. available
9. work under pressure
10. I look forward to hearing
11. provided me with
12. leadership skills
13. position
14. Look at the letter again. What do you notice about the beginning and ending of the letter? Discuss with a partner. How many ways can you think of for starting and ending a formal letter?
15. Look at the letter again and find fixed phrases for the following:
    1. To say why you are writing and where you heard about the job
    2. To say which job you are interested in
    3. To say you expect a reply
    4. To say how when and how you can be contacted
    5. To say why you are the best person for the job
16. Rewrite the sentence so that it has a similar meaning to the first, using the word in bold.

**Task**

1. Read the advertisement below.



1. You are going to write a letter of application **140-190 words** in response to the advertisement. Make a plan of the paragraphs you will include and their content. You may invent personal information. Discuss your ideas with a partner.

