

WRITING, A JOB APPLICATION

You have a text which has the beginning and the end, but the main three paragraphs are not in order. One of them is the one that you will get dictated. Can you guess where it goes?

Dear Ms Foster,

I am writing to apply for the post of receptionist advertised in your website.

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I attach a full CV and if you require further information, I would be very happy to provide it.

I look forward to hearing from you,

Yours sincerely,

Agatha Beck

Choose one of these fragments to dictate to your partner. You will also have to choose where you will write it!

As you will see from my CV, I have some relevant experience because I am currently an intern at a leading German travel company. I have worked in various roles, including marketing assistant and administrator and my tasks have included organizing and running meetings and dealing with clients by phone and email. The director of the company would be happy to provide a reference. He is, in fact, my uncle.

I am very enthusiastic on travel and would welcome the chance to be part of such a high-profile and successful company. I believe I would be suitable for the job advertised as, apart of my work experience, I am an outgoing person and get along well with people. Friends describe me as calm and conscientious and I would enjoy the variety and excitement that the job would offer. I would definitely not panic when things got busy!

I have recently graduated from the University of Berlin, where I completed a degree in business studies. I have a high level of spoken English (C1 on the CEFR), as I lived in the United States during six months, as part of an exchange program between my school and a high school in Utah. I made many American friends during this period, but we lost touch when I came home.