

11 A letter of application for a job

1 Read the advertisement for a job.

THE OXFORD INTERNATIONAL SCHOOL

wants

a receptionist

Do you like working with people?
 Can you speak two foreign languages?
 Can you use a word processor?
 Do you know Oxford well?

*Please write to Anne Watson
 Director
 The Oxford International School
 16 College Street
 Oxford OX2 7PT*

2 **T44** Carol is interested in the job. Read the information about her and complete her letter of application for the job.

Name Carol Barnes
Age 28
Address 4 Hope Road, Oxford OX6 5PP
Present job Tourist guide
Last job Hotel receptionist
Languages French, Spanish

The name and address of the person you are writing to go here.

The date goes here.

We begin all letters, both formal and informal, with *Dear* ...

We can use *Ms* for a woman if we do not know her title (*Miss* or *Mrs*). We use *Mr* for a man.

Paragraph 1: Introduction

We do not use short forms (*I'm*, *he's*, *it's*, *they're*) in formal letters.

Paragraph 2: The main part of the letter

Paragraph 3: Ending

We end formal letters with *Yours sincerely*.

Sign the letter and print your name.

Anne Watson
 Director
 The Oxford International School
 16 College (b) _____
 Oxford OX2 7PT

4 Hope (a) _____
 Oxford OX6 5PT

10th August 1992

Dear Ms Watson

I am interested in the job of (c) _____ in your school.

I (d) _____ years old and I (e) _____ in Oxford.

At the moment I (f) _____ guide, but last year

I (g) _____ a hotel receptionist. I (h) _____ working

with people very much and I (i) _____ speak two

(j) _____, French and Spanish. I can

also (k) _____ a word processor. I (l) _____ born in

Oxford, so I know it very well.

I look forward to hearing from you.

Yours sincerely

- Carol Barnes
 - Carol Barnes

Happy Holidays

want **TOURIST GUIDES**

Are you over 18?
 Do you like talking to people?
 Do you know your town well?
 Can you speak English?
 Are you free from July to September?

Please write to
 Peter Mann, Happy Holidays,
 Central Office, 89 Brook Street,
 LONDON W1 5FW

3 Study the organization of Carol's letter.

4 Look at the advertisement for another job and write a similar letter of application.