

RESURSĂ EDUCAȚIONALĂ DESCHISĂ

Writing a job application

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Unitatea de învățământ: Liceul Teoretic „Mihai Viteazul“

Caracal

Disciplina: Limba engleză

Clasa: a Xa

Scopul materialului propus: pentru elev (de utilizat de către elev)

Juan Fuentes
12 Richmond Street
London

McDonald's Ltd
112 Oxford Street
London

9 May 2017

Dear Sir/Madam,

Re: Job as a part-time sales assistant (reference: JBPT234)

I would like to (1) _____ for the job of part-time sales assistant in the food section of McDonald's in the Maze Mall, as (2) _____ in "Latest Jobs" on 2 May. Please find (3) _____ a copy of my CV.

My previous jobs include two years as a sales (4) _____ in a local food shop in Madrid, Spain. This has given me (5) _____ of dealing with customers, as well as cashier skills and a basic (6) _____ of food retailing.

I have been living in London (7) _____ December 2015, and am currently studying English at a (8) _____ school. I have good English communication skills (recently I passed the Cambridge First Certificate in English examination). My fluency in Spanish may be useful when (9) _____ with your Spanish-speaking customers. I am an enthusiastic worker, and enjoy (10) _____ in a team. My student visa (11) _____ me to work up to 20 hours per week (or longer during my school holidays), and I could (12) _____ work immediately.

I would welcome the opportunity to (13) _____ the job vacancy with you on the telephone or at an (14) _____. I can be contacted on my (15) _____ telephone or by e-mail.

Yours faithfully,

Juan Fuentes

ANSWERS

1. apply
2. advertised
3. attached
4. assistant
5. experience
6. knowledge
7. since
8. language
9. dealing
10. working
11. entitles
12. start
13. discuss
14. interview
15. mobile

Bibliography:

<https://www.resumetoreferral.com/free-book-cover-letter-examples/>

<https://www.flo-joe.co.uk/fce/students/writing/>

Evans, Virginia: *Successful Writing Proficiency Student's Book* , Express Publishing, 2000, Madrid