

Choices Intermediate.
Topic: Writing a CV.

T.: Read the job advert, Jonathan's CV and his letter.

Do you think he will get the job? Why not?

Match the parts of the letter 1-4 with the topics a-e. There is one extra topic.

Devon Adventure is looking for group leaders for our summer camps in Barnstaple next year (canoeing, kayaking, riding, climbing, trekking). Free accommodation and board. Contact us at devonadventure@

a. formal ending

b. Reasons for wanting the job

c. Relevant qualifications and experience

d. Personal qualities

e. Reason for writing

Curriculum Vitae

Personal information

Name: Jonathan Smith

Date of birth: 15/05/95

Nationality: British

Address: 22 Corve Street, Barnstaple EX9 1GH

Email: jrtsmith@zmail.com

Tel: 004415973387

Education and qualifications

School: Exeter sixth-form

GCSEs: maths, science, history, geography, economics, English, French, Spanish

Experience: 2009, Voluntary work with disabled riders

Other skills: Advanced Certificate in Riding, British Red Cross First Aid Certificate, Driving licence

Interests: riding, painting, guitar, singing

Dear Sir/Madam,

1 I am writing to apply for the position of group leader at your summer camp advertised in *The Daily Telegraph* last week.

2 I am in my final year at sixth-form college and I will be doing my A levels this summer. I am a keen rider and I belong to my local riding club. I have certificates in riding and first aid, I can drive and I speak some French and Spanish. In the last two years, I have done voluntary work with young disabled riders so I have plenty of experience in outdoor activities and dealing with younger teens.

3 I am interested in working for your organisation in order to use my riding skills and so that I can learn more about dealing with people. I would also like to do the job for the practical work experience.

4 I look forward to hearing from you.

Yours faithfully,

Jonathan Smith

3. Look at the Sentence Builder, underline purpose linkers in bold.

Sentence Builder Purpose linkers

- 1 I am writing **to** apply for the job.
- 2 I am interested in working for you **in order to** use my riding skills.
- 3 I would like to work for you **so that** I can learn more about dealing with people.
- 4 I would like the job **for** work experience.

Complete the sentences with purpose linkers *to/in order to, so/so that or for*:

- 1) I am writing ___ ask for information.
- 2) I would like the job ___ I can practice canoeing.
- 3) I did the job ___ money.
- 4) I studied languages ___ I could work abroad.
- 5) I am interested in the job ___ learn about adventure sports.

4. Write a CV and covering letter to apply for one of these jobs:

Choose one of the jobs. Write a simple CV.

Use your CV to write notes for your covering letter. Mention reasons for wanting the job, relevant qualifications and experience.

Use your notes to write your letter/

Waiters/waitresses are needed for July and August at our new Fast 'n' Easy restaurant. Good conditions and pay. Contact MS June Cordell at...

Tiverton amusement Park are looking for students to work in the summer (cleaning/ticket sales/helping with children). Contact...