

**Презентация**  
**к уроку английского языка**  
**“Applying for a job”**  
***(Writing a letter of application)***  
**для 9 класса.**

**УМК Биболетовой М. З.**

**Учитель английского языка**  
**МБОУ гимназии №19 имени Н.З.**  
**Поповичевой г. Липецка**  
**Жаглина Татьяна Владимировна.**



## **Fascinated by wildlife?**

**Do you want to live in sub – zero temperatures?**

**The Antarctic Research Project is looking for helpers.**

**You will be a part of a team spending 18 months studying Antarctic wildlife.**

**For further information: phone 02134 568827**

- *fascinating*
- *adventurous*
- *tiring*
- *boring*
- *important*
- *uncomfortable*

**Ex 1. Read the letter and put the missing words in gaps 1 – 12.**

•join •two •expand •spare •enclose (прилагать) •hearing •helping •as •fascinated •applying •interested •look

21 Alexis Mansions  
London  
N14 7FD

21<sup>st</sup> August 2011

The Antarctic Research Project  
15 Queen's Road  
London SW2 WPD

Dear Sir or Madam,

I am<sup>1</sup> \_\_\_ in <sup>2</sup> \_\_\_ for the job of helper with the Antarctic Research Project, advertised in the London Times on 18 August.

My reasons for wishing to <sup>3</sup> \_\_\_ the team are that I have always been <sup>4</sup> \_\_\_ by wildlife and I would very much like to <sup>5</sup> \_\_\_ my knowledge of wildlife by doing research of this kind.

I<sup>6</sup> \_\_\_ my Curriculum Vitae.<sup>7</sup> \_\_\_ you will see, I have worked in <sup>8</sup> \_\_\_ veterinary practices in my<sup>9</sup> \_\_\_ time and have spent some time in the north of England <sup>10</sup> \_\_\_ a vet during the lambing season.

I<sup>11</sup> \_\_\_ forward to<sup>12</sup> \_\_\_ from you.

Yours faithfully,  
*Adrian Roberts*  
Adrian Roberts

21 Alexis Mansions  
London  
N14 7FD

21<sup>st</sup> August 2011

The Antarctic Research Project  
15 Queen's Road  
London SW2 WPD

Dear Sir or Madam,

I am **interested** in **applying** for the job of helper with the Antarctic Research Project, advertised in the London Times on 18 August.

My reasons for wishing to **join** the team are that I have always been by **fascinated** wildlife and I would very much like to **expand** my knowledge of wildlife by doing research of this kind.

I **enclose** my Curriculum Vitae. **As** you will see, I have worked in **two** veterinary practices in my **spare** time and have spent some time in the north of England **helping** a vet during the lambing season.

I **look** forward to **hearing** from you.

Yours faithfully,

*Adrian Roberts*

Adrian Roberts

# *Applying for a job*

*(Writing a letter of application)*

**21 Alexis Mansions  
London  
N14 7FD**

**21<sup>st</sup> August 2011**

**The Antarctic Research Project  
15 Queen's Road  
London SW2 WPD**

**Dear Sir or Madam,**

**I am interested in applying for the job of helper with the Antarctic Research Project, advertised in the London Times on 18 August.**

**My reasons for wishing to join the team are that I have always been by fascinated wildlife and I would very much like to expand my knowledge of wildlife by doing research of this kind.**

**I enclose my Curriculum Vitae. As you will see, I have worked in two veterinary practices in my spare time and have spent some time in the north of England helping a vet during the lambing season.**

**I look forward to hearing from you.**

**Yours faithfully,**

*Adrian Roberts*

**Adrian Roberts**

## **Curriculum Vitae**

**Adrian Roberts**

Phone: 2001 567 3456

Date of birth: 19 June 1993

Age: 18

7FD

Nationality: British citizen

### **Education**

Hillside Secondary School, London

2011 General Certificate of Secondary Education

Maths, Geography, Physics, Biology, Chemistry, English, History

### **2000 Advanced Level examinations**

Chemistry, Physics Biology, Geography

### **Responsibilities**

Editor of the school magazine

Represented the school at cricket, football, chess, swimming

### **Work experience**

2009 London Weekly: assistant typist

2010 Winchmore Veterinary Practice, Brighton

2011 Helping at a Veterinary Practice, Bowett, Yorkshire

### **Interests**

Member of the local Scout group

Rock climbing

Sports diver

### **Referees**

Dr Peter Murray Mr Charles Rowell

*Ex. 2 Put the information in the correct order.*

- 1. Relevant skills or knowledge**
- 2. Reasons for applying for the job.**
- 3. Particular points in the CV that show experience is relevant.**
- 4. Why he is writing the letter.**
- 5. Reference to the CV enclosed.**

***Ex. 3 Choose the correct preposition in each sentence.***

1. I don't like the idea of working ***in/for/by*** someone.
2. Paul joined us ***to/for/as*** a research assistant.
3. To join a team ***as/of/for*** experts, ring this number.
4. A knowledge ***in/of/for*** wildlife is desirable.
5. I have always enjoyed *working* ***for / with / by*** animals.
6. Send in a CV when applying ***in / to/for*** a job.
7. I am interested ***for/in/ to*** the job advertised.
8. Maria has always been fascinated ***in / with /by*** wildlife.
9. Sam represented his school ***of/at/with*** sports.
10. We look forward ***to /of/for*** hearing from you.



***Ex. 4 Find 13 mistakes and rewrite the letter.***

Dear Sir or Madam,

I would like to apply of the job of helper on the Reasearch project. My reasons to doing this are that I have always fasinated by the world of wildlife and I am very good in working in a team.

I am putting my curriculum vitae. Because you will see, I have organised many events at school and have spent the some time working in an office at the weekends.

I look forward to hear from you.

Yours sincerely,

*Susanna Taylor*

*Susanna Taylor*

Dear Sir or Madam,

I would like to apply **for** the job of helper on the **Research** project.

My reasons **for** doing this are that I have always **been fascinated** by the world of wildlife and I am very good **at** working in a team.

I **enclose** my **Curriculum Vitae**. **As** you will see, I have organised many events at school and have spent **some** time working in an office at **weekends**.

I look forward to **hearing** from you.

Yours **faithfully**,

*Susanna Taylor*

Susanna Taylor

# Writing tip

## Planning and writing a CV

- 1. Write all the necessary personal information at the top.**
  - 2. Write the name of your secondary school and any examination results.**
  - 3. Write any responsibilities you have now or had in the past at school.**
  - 4. List any work experience you may have had and when you did it.**
  - 5. Think of any interests you have outside school.**
- Write the name of at least one referee. It can be one of your teachers, or someone who knows you well.**

# *Staff wanted*

*We are currently looking for porters, chef's assistant, pool attendants and bar staff for summer work all over the Mediterranean on a luxury cruise liner.*



*Minimum period - two month*

*Accommodation and meals provided*

*Previous experience not essential*

*Interested?*

*Send your CV and a letter of application to...*

| <b>JOB</b>              | <b>REASONS FOR WANTING JOB</b> | <b>RELEVANT INTERESTS/ STILLS / EXPERIENCE</b>    |
|-------------------------|--------------------------------|---|
| <b>porter</b>           |                                | <b>good sea legs<br/>(i.e. don't get seaside)</b> |
| <b>Chef's assistant</b> | <b>plan to train as a chef</b> | <b>weekend work in a local restaurant</b>         |
| <b>pool attendant</b>   |                                | <b>lifesaver's medal</b>                          |
| <b>bar staff</b>        | <b>enjoy meeting people</b>    |   |

# Plan

Dear Sir/Madam,

## Introduction

(Paragraph 1) *explain why you are writing*

## Main Body

(Paragraph 2) *your reasons for wanting the job*

(Paragraph 3) *some brief reference to your interests, skills and experience which may suggest that you are suitable for the job*

## Conclusion

(Paragraph 4) *closing remarks*

*Yours faithfully,*

*(your signature)*

*(your full name)*

## **HOMEWORK:**

**Write your CV and a letter of application. You are going to apply for one of the jobs in this advertisement. Use the plan, the writing tip, Adrian`s letter and the CV on page 162 (ex23) in your text book as a model.  
(100-120 words)**