

STEP 3: WRITING A LETTER OF APPLICATION

Activity n°1 : When applying for a job, you must emphasize your qualities. For each quality below, tick the degree corresponding to your personality.

I am ...	traduction	very	quite	not very	not at all
active					
creative					
diplomatic					
efficient					
mature					
adaptable					
disciplined					
energetic					
fair					
independent					
methodical					
self-reliant					
flexible					
pleasant					
ambitious					
loyal					
optimistic					
reliable					

ACTIVITY n°2 : Using activity n°1, fill in this paragraph about your qualities.

I am very

and quite

However, I think I'm.....

On the other hand, my friends think I am

However =
On the other hand =

ACTIVITY n°3: Look at the documents A and B. And fill in this preselected appropriate words.

Julien - British - written - letter of application - read - CV - job offer

..... has read an interesting He has a to a Employer named L.Higgins. He has enclosed his

ACTIVITY n°4: Find the following information in the beginning of the letter.

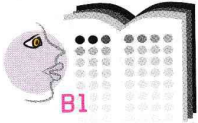
- a) The sender's address and the date.
- b) The job Julien is applying for.
- c) The employer's address.
- d) The location of the place of work.

ACTIVITY n°5: match the words.

- a) The addressee
- b) The closing formula
- c) Re
- d) The sender
- e) The opening formula
- 1) La formule de politesse
- 2) L'expéditeur
- 3) La formule d'appel
- 4) Objet
- 5) Le destinataire

ACTIVITY n°6: Now read the letter and answer the questions in your notebook.

- a) How did Julien know about the job-offer?
- b) How long did he study catering and where?
- c) How old is he? Is he married?
- d) Why has he completed his training periods in foreign countries?
- e) Will he have opportunities to use his language skills in Laura's bar? Why? (think about the location)



How to apply for a job

A letter of application and a CV are important documents when you apply for a job. Employers use them to decide if they will give you an interview.



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**2 WAITRESSES
2 WAITERS
2 CASHIERS**

For a bar opening next November in the new Eurostar Station. Must be fluent in English and French. Must have basic professional skills in any other European language. Must be qualified and have experience.

**Flexible schedule* and shift work*.
EXCELLENT PAY AND BENEFITS.**

Send a CV and a letter of application to:
Laura Higgins
23, Birkenhead Street LONDON WC 1H8BA
Great Britain

Julien LORMIER
5, rue Marchand
57000 Metz - France

Laura HIGGINS
23, Birkenhead Street
LONDON WC1H8BA
Great Britain

25 July 2007

Dear Madam,

Re: job-ad ref N° EE/UN02

In reference to your advertisement in *the Guardian* of 21 July 2007, I wish to apply for the position of waiter in the bar you will open in St Pancras International in November.

I have completed a 4-year course in catering with a French hotel school in Metz and I am qualified in the food and beverage service.

As you will see from my CV, I had several training periods abroad, including England, Ireland and Luxembourg. These work placements have helped me gain a real fluency* in English and good language skills in German. As French is my mother tongue, I feel that I would be able to deal efficiently with the European travellers who will make a stop in your bar before taking the Eurostar.

I am confident my skills, my previous work experience and school studies will enable* me to perform* in the post you are offering. I am available for an interview at anytime and I look forward to hearing from you soon.

Yours faithfully,

Julien Lormier



fluency l'aisance à s'exprimer

enable permettre

perform être performant

schedule horaires

shift work travail posté (2x8 ou 3x8)