

## **A Job Application Letter (1)**

*The letter accompanying your CV / resume is called a cover letter (US), a covering letter (GB) or a job application letter.*

**A)** Put the parts below into the correct order to make a complete letter for someone applying for a job.

- a) the summer program where I worked last year. I am available for interview in Naples any weekday afternoon, and you can email
- b) as a Word document. You will notice that I have supervised children on a range of sports and cultural activities as well as dealing
- c) Dear Sir / Madam // With reference to your advertisement on the JobFinders.com website, I am interested in applying
- d) as I enjoy working with young people. I have a lot of energy and enthusiasm and am also responsible and reliable. I have attached my CV
- e) First Certificate grade A. I would be grateful if you would consider my application. You will see
- f) the travel industry. During the last few summer holidays I have
- g) for the post of tour leader for Italian school students. I am 26 years old and am currently studying
- h) me or telephone me on the number below. I look forward to hearing from you soon. Yours faithfully
- i) for a diploma in Tourism at Naples University. After that I hope to follow a career in
- j) in the job of tour leader, taking students to London. I feel that I would be well-suited for this job
- k) to do something more varied and challenging, and for this reason I am interested
- l) with transport arrangements and tickets. You will also notice that my English is good and I have
- m) from my attached CV that two people can be contacted as references, one is a university professor and the other is from
- n) worked as a youth leader in Italy, and I enjoyed the work very much. Next summer I would like

1) **c** 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_ 7) \_\_\_\_\_ 8) \_\_\_\_\_

9) \_\_\_\_\_ 10) \_\_\_\_\_ 11) \_\_\_\_\_ 12) \_\_\_\_\_ 13) \_\_\_\_\_ 14) \_\_\_\_\_

**B)** The job application letter we just looked at is 1 long paragraph. Show where new paragraphs could begin by writing a // symbol in the text. The structure below will help you.

- 1) Greeting (ie, beginning the letter, saying hello, etc)
- 2) Reason for writing: for example where (and when) you saw the ad and which job you are interested in
- 3) Your background and experience: for example your present job and/or studies, your qualifications (or if you are a student, what you hope to do in the future), a description of your recent work experience
- 4) The job: for example, mention the skills and personal qualities that make you suitable for this job
- 5) Refer to your CV: ask the reader to look at your CV/Resume, and focus on one or two key points
- 6) Final comments: for example say that you hope your application will be considered, say who will give you a reference, say when you are available for interview and how you can be contacted
- 7) Standard final sentence
- 8) Formal ending

**C) Complete the sentences with one of these words: as, at, by, for, from, in, of, on, to**

- 1) With reference\_\_\_\_\_your ad\_\_\_\_\_the JobFinders.com website, I am interested\_\_\_\_\_applying \_\_\_\_\_the post of tour leader.
- 2) I have attached my CV\_\_\_\_\_a Word document.
- 3) I am available\_\_\_\_\_interview\_\_\_\_\_Naples.
- 4) I'm working\_\_\_\_\_a sales representative at the moment.
- 5) You can email me or telephone me\_\_\_\_\_the number given\_\_\_\_\_my CV.
- 6) I look forward\_\_\_\_\_hearing\_\_\_\_\_you soon.
- 7) I have a good knowledge\_\_\_\_\_business administration. I studied it\_\_\_\_\_university.
- 8) I'm unemployed\_\_\_\_\_the moment. I've been out\_\_\_\_\_work since the summer.
- 9) I'm studying\_\_\_\_\_a degree\_\_\_\_\_Environmental Studies.
- 10) I hope to follow a career\_\_\_\_\_the legal profession.
- 11) I have been working\_\_\_\_\_Telekom\_\_\_\_\_one year.
- 12) I attach my CV\_\_\_\_\_requested.
- 13) As part of my studies, I must do a 10-week internship,\_\_\_\_\_April 1<sup>st</sup>\_\_\_\_\_June 15<sup>th</sup>.
- 14) I'm looking\_\_\_\_\_a 10-week apartment rental, in case you hear of anything.
- 15) I'm lucky, I will be able to get to work\_\_\_\_\_bike.
- 16) What town are you going to do your internship\_\_\_\_\_?
- 17) Is he still waiting\_\_\_\_\_an answer to his job application?
- 18) What are you interested\_\_\_\_\_doing after you finish your degree here?
- 19) How long have you been living\_\_\_\_\_Brittany?
- 20) Don't forget to put your phone number\_\_\_\_\_your CV.
- 21) Have you ever had a summer job\_\_\_\_\_a waiter/waitress?
- 22) I can start work\_\_\_\_\_June 20<sup>th</sup>.

## **A Job Application Letter (2)**

Erwan Le Breton  
10 rue du Morbihan  
56000 Vannes, France  
Tel: (33) 07.80.10.09.08  
[erwan.lebreton@gmail.fr](mailto:erwan.lebreton@gmail.fr)

April 4th, 2023

Ms. Iviva Olenick  
Human Resources Manager  
SQL Solutions  
55 Oxford St.  
London LN2 6JR  
England

Dear Ms Olenick,

I am writing to you on the recommendation of Mr Kamp, my Computer Science teacher, who met you last week at the Cyber Security Conference in Brussels.

I would like to make an initial enquiry into the possibility of doing a 8-week work placement (or internship) in your company.

I am a French student in the first of a two-year technical course in Computer Science. We study Information technology, computing, programming, communication techniques and English.

A 8-week placement abroad is compulsory in the curriculum, and I will present a description of the company and the tasks I carried out there at an oral examination at the end of June.

I would be very grateful if you would be kind enough to consider my application for an internship from April 18 to June 15, 2023. An internship in your company would be a marvelous opportunity for me, would enable me to gain experience in a foreign company, and allow me to use my English for practical purposes.

Please find my CV enclosed (or attached, *for an email*) and should you need further information, please do not hesitate to contact me.

I look forward to hearing from you soon.

Yours sincerely,

*Erwan Le Breton*

Erwan Le Breton

## Tips for writing a successful covering letter

Read these tips and complete with the following words: *stress - describing - include - proofread - purpose - explain - hearing - skills - spell - sell - page - optimistic - match*

1. Always \_\_\_\_\_ a cover letter when sending your CV.
2. Find out the name and title of the individual who will be receiving your letter. Make sure you \_\_\_\_\_ the name properly and get the proper abbreviation (Mr., Mrs., Ms.).
3. Be careful if you "cut & paste"! Personalise each letter. If possible, \_\_\_\_\_ why you want to work for the organisation.
4. Make sure the letter is PERFECT! Spelling, punctuation, and grammar count. Have someone \_\_\_\_\_ the letter before mailing it. Avoid using contractions.
5. In the opening paragraph, tell the reader the \_\_\_\_\_ of the letter.
6. Use "I" statements and action verbs when \_\_\_\_\_ your experience.
7. Get to the point! Employers do not have the time to read lengthy letters. A cover letter should never exceed one \_\_\_\_\_.
8. Focus on the specific \_\_\_\_\_ and interests you possess that you can offer the employer. Concentrate on skills which \_\_\_\_\_ the advertised employment qualifications or the desired work placement.
9. \_\_\_\_\_ what you can do for the company, not what the company can do for you.
10. Sound \_\_\_\_\_ and confident. \_\_\_\_\_ yourself!
11. End by stating that you look forward to \_\_\_\_\_ from or meeting with the reader. Make a specific suggestion for the next step of the process and follow up as promised.

***"You never get a second chance to make a first impression."***

## **Vocabulary for: a job search. a job interview. salary & working conditions**

abandonner un emploi – to give up a job / to quit a job	salarié -- employee
agence de recrutement – recruitment agency	S.M.I.C. – the [statuary] minimum wage
annonces classées – classified <b>ads</b> / job ads	stage – internship (US) / training period / work placement (GB)
atteindre des objectifs --to reach/achieve goals/targets	travailler au noir – to moonlight / to work under the table
avancement – promotion	
avantages – benefits / avantages divers – perks ( <i>ex: a company car...</i> )	
bourse – scholarship / grant	
candidat – applicant / candidate / candidature – application	
capacités – abilities / qualities	
changer d'emploi – to change jobs	
chasseur de tête – headhunter	
compétences – skills / compétences techniques – technical skills	
conditions de travail – working conditions	
congé / des congés – time off (un jour de congé = a day off)	
congé maladie – sick-leave / congés payés – paid holidays /leave (GB) / vacation (US)	
curriculum vitae – C.V. (GB) / resume (US)	
date limite de dépôt des candidatures = [application] deadline	
débouchés professionnels – job opportunities	
demandeur d'emploi – job seeker	
diplômé – graduate	
diplômes – diplomas	
disponible sur demande – available upon request	
dossier de candidature – application file	
embaucher / engager – to hire / take on somebody	
enthousiaste – enthusiastic	
entretien – interview	
études – educational background	
expérience réussie – proven track record	
faire des heures supplémentaires – to work / do overtime	
feuille de paie / bulletin de salaire – pay slip	
gagner de l'argent (par son travail) – to earn money / gagner sa vie – to earn one's living / to make a living	
fixer des objectifs – to set objectives	
formation – a program / a course / training <i>ex: a computer course</i>	
formation et expérience professionnelles – professional background	
heures / horaires de travail – working hours	
horaires variables – flexitime / variable / flexible hours	
jeune cadre dynamique – YUPPIE (Young Urban Professional)	
jour férié légal / pont – bank holiday (GB) / holiday (US)	
jour ouvrable – working day	
libre / disponible – available	
lycée – high school	
marché de l'emploi – job / labour / employment market	
mettre en valeur / insister sur – to put / lay / place emphasis on / to emphasize	
offre / proposition – offer / offres d'emploi – job offers	
par semaine / mois / an – weekly / monthly / yearly	
période d'essai – trial period	
personne se portant garante – referee	
perspectives – prospects / possibilités d'évolution – career prospects	
points faibles – weaknesses / shortcomings	
Pôle emploi – job centre (GB) / employment office (US)	
poste vacant – vacant position / vacancy / job opportunity	
postuler pour un emploi – to apply for a job	
pourvoir un poste vacant – to fill a vacancy / job	
prime – bonus / premium	
profiter de – to benefit from	
recherche d'emploi – job seeking / hunting / job search / rechercher un emploi = to look / hunt / search <u>for</u> a job	
recruter – to recruit / responsable chargé du recrutement – recruitment officer / director / recruter	
réduction de salaire – wage cut	
refuser un emploi – to refuse / turn down a job	
remplir (un formulaire) – to fill in / out / complete (a form)	
remplir les conditions – to meet the requirements	
rendez-vous – appointment	
revenu – income / revenu brut – gross income / wages // revenu net – net income / wages / the take-home pay	
salaire -- wages (pour une profession manuelle, et très souvent utilisés au pluriel) / salary	

## The Business World: Vocabulary (1)

		<i>letter</i>	<i>English term</i>
1	créer une entreprise	___	a a company / a firm / a business
2	diriger/gérer une entreprise	___	b a cover letter
3	être embauché /embaucher	___	c a factory / a plant
4	être licencié/renvoyé (pour incompétence)	___	d a job offer
5	être licencié (pour raisons économiques)	___	e a manager
6	le Conseil d'Administration	___	f a resume (US)
7	être cotée en bourse	___	g a subsidiary/ a branch
8	le PDG	___	h an application
9	le service comptabilité	___	i an executive
10	le service de vente par correspondance	___	j an intern (US)/a trainee
11	le siège social	___	k executive secretary
12	les employés	___	l the accounting department
13	les offres d'emploi (dans le journal/un site)	___	m The CEO (Chief executive officer) /
14	poser sa candidature	___	The Chairman/Chairperson
15	secrétaire de direction	___	n the [corporate] headquarters
16	un cadre	___	o the mail-order department
17	un CV	___	p the staff
18	un stagiaire	___	q the want ads <u>or</u> the job ads
19	une demande d'emploi	___	r the Board [of Directors]
20	une entreprise/ une société	___	s to apply for
21	une filiale	___	t to be fired
22	une lettre accompagnant un CV	___	u to be hired / to hire
23	une offre d'emploi (=une proposition)	___	v to be made redundant (GB) /
24	une usine	___	to be laid off (US)
25	un directeur/responsable	___	w to run* a business
26	une action (en bourse)	___	x to set up a business
27	une introduction en bourse	___	y to be listed on the stock exchange
			z a share / some stock
			aa an IPO (initial public offering)

\* find a synonym for to run a business =

## The Business World: Vocabulary (2)

	<i>letter</i>	<i>English term</i>	
1 assister à une réunion	_____	a	a brand /a trademark /a make
2 expédier (une commande)	_____	b	a lecture
3 la charge de travail	_____	c	a manufacturer
4 être au chômage	_____	d	a patent
5 agir pour le compte de quelqu'un	- _____	e	a trading partner.
6 une commande	- _____	f	an applicant
7 [diriger] un atelier	- _____	g	an invoice / (a bill)
8 commerce	_____	h	an order
9 concurrence	_____	i	at no charge
10 concurrent	_____	j	benefits
11 conquérir des parts de marché	- _____	k	competition
12 des avantages	_____	l	competitor
13 des bénéfices	_____	m	our prime/main concern
14 envoyer un devis	- _____	n	prices will plummet/tumble
15 être à l'ordre du jour	- _____	o	prices will rocket/sky-rocket
16 la politique (de l'entreprise)	- _____	p	profits
17 le chiffre d'affaires	- _____	q	the [employee] turnover
18 le renouvellement du personnel	- _____	r	the policy
19 les prix vont dégringoler	- _____	s	the turnover
20 les prix vont monter en flèche	- _____	t	the workload
21 notre souci principal	- _____	u	to [run/manage] a workshop
22 publier une offre d'emploi	- _____	v	to act on someone's behalf
23 reporter une réunion	- _____	w	to attend a meeting
24 sans frais	_____	x	to be on the agenda
25 un brevet	_____	y	to be unemployed
26 un candidat à un emploi	- _____	z	to gain market shares
27 un cours/une conférence	- _____	aa	to place an ad/advertisement
28 un fabricant	_____	bb	to reschedule a meeting
29 un partenaire commercial	- _____	cc	to send an estimate
30 une facture	_____	dd	to ship
31 une marque	_____	ee	trade/(commerce)



## The Business World : Vocabulary (3)

Complete the sentences with the missing terms :

1. The money earned after all expenses have been paid is the\_\_\_\_\_.
2. The money, assets and property belonging to a business is the\_\_\_\_\_.
3. The equal parts into which a company divides its capital are the\_\_\_\_\_.
4. The place where shares are traded is the\_\_\_\_\_.
5. Money given to charities or non-profit organizations is called\_\_\_\_\_.
6. The legal situation when a company is not able to pay its debts is called\_\_\_\_\_.
7. A person who works for an organization without being paid is a\_\_\_\_\_.
8. The act of forming a registered company is called\_\_\_\_\_.
9. A non-profit organization set up to help people in need is a\_\_\_\_\_.
10. The act of collecting money for a cause or a non-profit organization is known as\_\_\_\_\_.
11. A person who holds shares in a company is a\_\_\_\_\_.
12. When people lose their jobs, they often get a\_\_\_\_\_.
13. Some companies offer\_\_\_\_\_in addition to or instead of cash bonuses.
14. The lowest legal amount of money which can be paid to workers is called the\_\_\_\_\_.
15. Managers often receive\_\_\_\_\_when their departments reach specific goals.
16. A company car and health insurance can be part of the\_\_\_\_\_of a job.
17. Most companies pay into a\_\_\_\_\_so their employees can have an income when they retire.
18. Some job advertisements give the\_\_\_\_\_and some give the hourly or monthly one.
19. Part of the health insurance package includes a\_\_\_\_\_so that people can take care of their teeth.
20. Women who have a baby can get time off, called\_\_\_\_\_.
21. \_\_\_\_\_are offered by companies for people with small children.
22. People working in retail businesses get\_\_\_\_\_as part of their benefit packages.
23. A common perk for senior management is a\_\_\_\_\_.
24. When employees fall ill, they can receive\_\_\_\_\_until they can return to work.
25. When employees work\_\_\_\_\_, they have a certain amount of freedom to decide when they want to start and finish work.
26. Companies have found that\_\_\_\_\_is a way to deal with part-time workers.

annual salary  
bankruptcy  
capital  
charity  
childcare facilities  
dental plan  
donations  
employee discounts  
company car

flexible hours  
fringe benefits  
fund-raising  
incorporation  
job-sharing  
maternity leave  
minimum wage  
pension scheme  
performance-related benefits

profit  
redundancy package  
shareholder  
shares  
sick pay  
stock exchange  
stock options  
volunteer

