1. Letter of application

Dear Mrs. Waterfield,

In yesterday’s issue of „Daily Language” you advertised the job of a summer camp warden in Oxford. I would like you to consider my application for this post.

I am attending the Higher Technical College for software engineering in Villach, Austria. I wish to work abroad and make use of my knowledge of English, which is advanced (B2). During the last holidays I worked at a Kindergarten and I have taken great interest in working with children.

During my school career I learned English and French. My mother tongue is German. As you will see from the enclosed curriculum vitae, I have extensive experience in working with children. My personal skills will enable me to work as an effective member of your team.

I am a hard-working student and when it comes to children, I am really motivated. Moreover, I am flexible and a problem solver, which is useful for your advertised post. Furthermore, I am athletic because I play ice-hockey in the highest Austrian league.

I enclose my CV with this letter. Should you require further information about my qualifications, I would be pleased to quote references. I am available for an interview at any time. I look forward to hearing from you.

Yours sincerely

Marcel Judth

1. Report

To:

From: Marcel Judth

Subject: Report on ways to improve job satisfaction

Introduction

The aim of this report is to show ideas on how to improve job satisfaction. A survey was conducted by Vision 1, for which office staff of various companies was interviewed.

Findings

It was discovered that satisfaction in your job increases productivity and the profit of your company. The survey about the satisfaction of office jobs highlights that almost 80 percent are satisfied with their current job. People’s opinion on commuting was asked for….

Reason for job dissatisfaction

There are several reasons for dissatisfaction in your daily job. The biggest reason is he amount of people’s salary. This is the only reason why you go to work and if you do not get enough money for your job, you will get unsatisfied. Most people have children at home and are not happy about unfavourable working hours. Another problem is the division of tasks in the company. If some people have too much to do and the others have nothing to do, this will impact your wellbeing.

Conclusion

It is clear that not everybody can be satisfied in his job, but bosses could try to give their best by improving the working environment. If you divide the tasks well and split your working hours, you will get a lot out of it.