

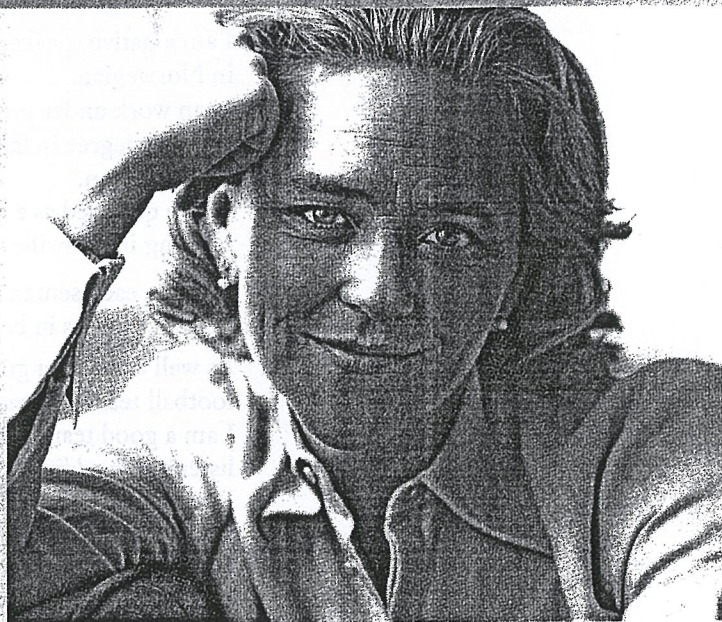
Writing a job application

Dear Mr Spencer

- a I am writing to apply for the of Team Manager to support people with a disability, as on your website. I believe I possess the necessary and personal to do the job successfully, and I can bring to the post a proven track record in successful team management.
- b you will see from the CV, I hold a master's degree in The Mediation of Social and Intercultural Conflicts the University of Florence. Since then I have undertaken practical in conflict mediation, followed by a theoretical exam to register the Dutch Mediation Institute. **(TRAIN)**
- c In addition to my skills as a mediator, I have extensive experience of team management. From 2007 to 2010 I was as a project manager and programme leader at the Office of Discrimination Affairs, a non-profit organisation based in The Hague. This work entailed coordinating different projects in the field of discrimination prevention. I was in charge financing and the final outcomes of the projects; and I was also the first point of contact for private donors and organisations involved in the organisation. **(OVERSEE)** **(FUND)**
- d Prior to my work at the Office of Discrimination Affairs, I worked as a volunteer guide on holidays for people with a disability, taught me how to take the initiative, and take the in a crisis. Moreover, I am creative and able to inspire others with innovative ideas. In my free time, I enjoy philosophy **(STUDY)** and travelling (I have lived in both Italy and the UK as well as my native country, the Netherlands.). I am a native speaker of Dutch and I am in Italian as well as English. This has not only **(BROADEN)** my outlook, but also enabled me to adapt easily to new environments.

I am for interview any time in the next two weeks. I look forward to hearing you.

Yours
Hilde Faber



3 Do you think Hilde is suitable for the job? Why / Why not?

Writing skills: formal letter conventions

Say if the statements are true (T) or false (F) for a formal letter. Correct the false statements.

- 1 Put your name and address in the top right-hand corner.
- 2 Put the title, name and address of the recipient in the top left-hand corner.
- 3 To state the subject, write Re: noun (eg job application) before the salutation.
- 4 Write *Yours sincerely* with *Dear Sir / Madam* and *Yours faithfully* with *Dear Mr / Ms Bragg*.
- 5 If you are writing an open letter to unknown recipients, start *To whom it may concern*.
- 6 Start *My name is ..., and I am writing to ... / in connection with ... / in response to ...*
- 7 Do not use contractions (eg *don't*, *be's*).
- 8 Put your signature below your name.

Linking ideas: addition

1 Look at these extracts from the letter which each link two ideas. Without looking at the letter, decide which word is missing from or would improve them. Then read the text again to check your ideas.

- 1 *In addition my skills as a mediator, I have extensive experience of team management.*
- 2 *I have lived in Italy and the UK.*
- 3 *I am fluent in Italian as well English.*
- 4 *I take the lead in a crisis. I am creative.*
- 5 *This has not only broadened my outlook also enabled me to adapt easily to new environments.*

Reading

1 Read Hilde's letter. Match each paragraph to one of the headings.

- 1 Skills, personal qualities and interests
- 2 Qualifications
- 3 Reasons for applying for the job
- 4 Work experience

2 Find in the letter more formal ways of saying the words and phrases in italics.

- 1 the *job* of Team Manager
- 2 I *think I have* the necessary skills
- 3 I *have a master's degree*
- 4 *I've done more training*
- 5 I have *a lot of* experience of team management
- 6 *Before* my work at the Office of Discrimination Affairs
- 7 This has *taught me new things*.
- 8 *hope to hear from you soon*