

Writing

(Завдання з розгорнутою відповіддю)

Formal Letter / Офіційний лист



EXAM FOCUS

Лист-резюме зазвичай має п'ять абзаців, що включають таку інформацію:

- 1 – привітання і вступ
- 2 – вік, освіта й кваліфікація
- 3 – досвід роботи й особистісні риси
- 4 – контактна інформація та бажаний час співбесіди
- 5 – прощання й підпис

Приклад завдання на написання листа-резюме для участі в конкурсі на посаду

Dear Sir/Madam,

I am writing with regard to your advertisement in The Liverpool Post dated 13th March. I am very interested in getting the position of office manager.

I have left school this year and am currently taking an evening course in office management. Besides, I have already completed a computer course and have been attending German and Spanish courses for a year.

I do not have any previous practical experience of office management, but I am a good student, a very punctual and industrious person. I am sure I shall cope with the job. As for my personal qualities, I am considerate, open and easygoing. I consider myself to be perfectly fit for the position of office manager.

I would be grateful if you would consider my application. I am available for interview any day till four p.m. I look forward to hearing from you.

Yours faithfully,
Marion Lewis



Writing

You are a student looking for a part-time job. Today you have read a newspaper advertisement for a job that seems to suit you.

The Good Hound **Part-time Dog Walking Position Available!**

INTERESTED?

Job Type: Part time

Pay Rate: \$12 – 14/hour

We are looking for someone who:

- loves dogs but also understands them
- enjoys working outdoors (in all weather conditions – sun/rain/ snow)
- and loves to exercise (ideally someone that is athletic) possesses a great deal of patience and is adaptable to change
- is outgoing, friendly and a great TEAM player
- is responsible, honest and reliable
- is open to learning how to train dogs.

For part-time employees, your hours are flexible and could be from 9 a.m. – 2 p.m. or 11 a.m. – 4 p.m.

To find out more, please visit our website:
www.thegoodhound.com

Write a letter of application in which you

- ▶ state the reason for your writing the letter
- ▶ say whether you have any previous dog walking experience
- ▶ prove that you can qualify for this job

Write a letter of at least 100 words. Do not write your own name, any dates, addresses or other personal information. Start your letter in an appropriate way.