Writing (Завдання з розгорнутою відповіддю)

# Formal Letter / Офіційний лист



## **EXAM FOCUS**

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

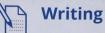
- 1 привітання і вступ
- 2 вік, освіта й кваліфікація
- 3 досвід роботи й особистісні риси4 контактна інформація та бажаний час співбесіди5 прощання й підпис

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

Dear Sir/Madam,

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. consider myself to be perfectly fit for the position of office manager. l 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



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.