APPLICATION LETTERS – THƯ XIN

Mọi người thường viết thư này để xin việc hoặc xin học bổng.

Cấu trúc thư

1. OPENING

Nêu rõ vị trí cần ứng tuyển và biết được thông tin tuyển dụng qua đâu

1. BODY

Nêu bằng cấp, kinh nghiệm phù hợp với vị trí ứng tuyển

Mong muốn được liên hệ phỏng vấn

1. CLOSING

Mong chờ nhận thư

***SAMPLE TASK 1***

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| *You should spend about 20 minutes on this task*  You have been teaching English in Vietnam. Your contract with the university is to finish and you want to continue teaching in Ho Chi Minh City.  Write to a university to seek a position.  You should write at least *150 words.*  *You do NOT need to write your address.*  *Begin your letter as follows:*  *Dear Sir or Madam,* |

***Sample letter***

Dear Sir or Madam,

Perhaps there is a teaching position for me in your department.

My name is John Powel. I am an Australian currently teaching English as an expert at Ho Chi Minh City University of Technology. It is my intention to work in Vietnam for another year or two, and so I am writing to you about the possibility of teaching at your university for the coming academic year (September 2010 – July 2011).

I have been teaching conversational English to doctoral candidates and giving lectures to undergraduate students. Apart from classroom teaching, I also coached the school de-bating team that won the third place in the contest organized by Oxford Language School, 2008. This coming semester I will be teaching conversational English and international trade in the Management Department.

I would certainly be interested in hearing from you and wish to have an appointment for an interview. For your convenience I enclose my résumé.

I look forward to hearing from you and wish you a happy new year.

Regards,

John Powel

SAMPLE TASK 2

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| Your parents have both retired and they are now living in city far away from where you work. You decide to find a job in the city so that you can look after them.  Write to a company to apply for a job that is suitable to you  Begin your letter as follows,  Dear Sir or Madam, |

SAMPLE LETTER

Dear Sir or Madam,

I wish to apply for the position of salesman advertised in the newspaper.

I have been working as a salesman in the past five years first in a state-owned company and then in a joint venture, both in Kent. My reason for leaving the present job is my parents have retired and moved to Brighton. In the past five years, I have had a good chance to know many clients, and I’m sure my connections built with them may also enable me to get more business for your firm if you will employ me.

I shall be able to be called for an interview at your convenience and will be able to supply any information necessary of my previous work.

Your faithfully,