

Applying for a summer job

Learning focus

- Text type:** ★ Letter of application
- Grammar:** ★ Simple past tense and present perfect tense
★ Defining and non-defining relative clauses
- Vocabulary:** ★ Jobs ★ Describing personalities or skills
- Useful phrases:** ★ Phrases to write a letter of application

Text type in focus

Letter of application



Structure

TSA

HKDSE

Sam is an S3 student and he is looking for a summer job on Jobs.com. ② He is interested in a job post and is writing to apply for it.

17 June 20__

② Teaching Assistant

Harmony Education Centre is looking for a teaching assistant to work in July and August. You will support pupils learning in the classroom and work with teachers to develop teaching materials. You should be **patient** with children (ages 7–12), have **good communication skills** and be **fluent** in English. Please send your application to ① Ms Jasmine Wong at Harmony Education Centre at jobs@harmonyedu.com.

Salutation

Who is Sam writing to?

Dear ① Ms Wong,

Opening

Why is he writing the letter?

② I am writing to apply for the post of Teaching Assistant, which was posted on Jobs.com on 17 June.

Body

Why does he think that he is qualified for the post?

I am a Secondary 3 student at Gloria Secondary School. Since I was young, I have always ③ got good results in English exams, and I always ③ help my younger brother, who is eight, with his studies.

I have been ③ a keen member of the school's Big Brothers and Big Sisters Scheme for two years and ③ have developed good communication skills. Last year, I helped my teachers organize a lunchtime English activity. My job was to ③ liaise with teachers and other student helpers. People who have worked with me praise me for being a ④ patient, reliable and responsible person. I believe I am qualified for the post.

Closing

What is his request?

I have attached my CV for your reference and I would be happy to attend an interview at your convenience.

Complimentary close — Yours sincerely,
Signature — Sam Chan



Writing a letter of application

Blacken the circles next to the correct answers.

Step 1 Understanding the writing question

- ① **Who** is Sam writing to? His English teacher / Jobs.com / Ms Jasmine Wong
- ② **Why** is he writing the letter? To apply for the post of (Big Brother / Teacher / Teaching Assistant)

Step 2 Brainstorming the main points

(i) Sam's related qualifications:

- ③ **What** experience and skills does Sam have?
- Has good results in (English / Chinese / all) exams
 - Helps his (elder / twin / younger) brother with his studies
 - Has been a member of the school's Big Brothers and Big Sisters Scheme for two years
 - Has good (typing / writing / communication) skills
 - Organized a lunchtime English activity last year and liaised with teachers and other (teachers / parents / student helpers)

(ii) Sam's personality:

- ④ **What** type of person is Sam?
- Patient / Motivated / Reliable / Organized / Responsible

Step 3 What grammar will you use when writing a letter of application?

- ✓ Simple past tense and present perfect tense:
to describe your *work experience*
- ✓ Defining and non-defining relative clauses:
to *refer to* or *give more information* about a person or thing

Simple past tense and present perfect tense

Simple past tense	<ul style="list-style-type: none"> talk about an activity that was done and finished at a specific time in the past e.g. I worked as a part-time shop assistant <u>last summer holiday</u>.
Present perfect tense	<ul style="list-style-type: none"> talk about an activity that was done and finished in the past where the time is not important to the conversation e.g. I know it is not easy to be a teacher as I have worked as a teaching assistant before. talk about an activity that was done in the past, but has an effect on the present e.g. I have dreamed of being a chef <u>since I was five</u>.

A Blacken the circles next to the correct answers.

- I (learn / learned / have learned) to be **patient** and **flexible** working as a **customer service representative**.
- Ms Chan is happy with Kitty's performance and (praises / praised / has praised) her for being **diligent** and **responsible**.
- John (take / took / has taken) a course in Business English last year and said it (boosts / boosted / has boosted) his confidence at work.

B Complete the blog entry below using the correct form of the verbs in brackets.






So wonderful working with Mum!

Mum (1) _____ (work) as a **bridal make-up artist** for 10 years, and I have never seen her at work. Finally, I (2) _____ (get) a rare chance to work as her assistant last Sunday! That day, Mum's assistant (3) _____ (call) her in the morning and said she was too sick to work. To my surprise, Mum (4) _____ (ask) if I could help, and I said yes immediately. I (5) _____ (develop) an interest in make-up since I was young, and (6) _____ (be) so excited to have the chance to go out on a bridal make-up job with Mum.

I (7) _____ (enjoy) seeing Mum work so much. That day, she (8) _____ (transform) an ordinary-looking lady into a princess, and everyone (9) _____ (praise) her for being **experienced**, **polite** and **passionate**. I was so proud to be her little assistant, and she (10) _____ (inspire) me to take this career path in the future!



Vocabulary in focus

Jobs



Glossary

A Match the pictures to the jobs. Put the letters in the spaces.

A. librarian

B. teaching assistant

C. receptionist

D. flight attendant

E. video game tester

F. chef

G. make-up artist

H. barista



Describing personalities or skills



Glossary

B Fill in the blanks with the correct words.

motivated

organized

good communication skills

patient

responsible

fluent

- Mr Lee can speak _____ English because he has worked in the UK for 10 years.
- Jerry is a _____ student as he is always eager to learn more on a topic.
- A kindergarten teacher needs to be _____ with children.
- Sam has developed _____ after joining the Big Brothers and Big Sisters Scheme.
- Tracey is always willing to accept the results of her actions. She is a _____ girl.
- Jenny is an _____ person as she always keeps her room clean and tidy.

Useful phrases

Phrases to write a letter of application

To explain why you are writing the letter and where you obtained the information:

- ★ I am writing to apply for the post of **Teaching Assistant**, which was posted on Jobs.com on 17 June.
- ★ I would like to apply for the post of **Librarian**, which was advertised in *Jobs Daily* on 10 July.

To describe your work experience or skills:

- ★ I have been a **keen** member of the school's Big Brothers and Big Sisters Scheme for two years and have developed **good communication skills**.
- ★ My previous job was to help teachers develop teaching materials and solve students' problems during class.
- ★ I have **experience** working in the school library for two years.
- ★ I can speak **fluent** English and Putonghua.

To describe your personalities:

- ★ I have received praise on many occasions for being a **patient, reliable** and **responsible** person.
- ★ I am a **motivated** person and always look ahead to the next task.

When writing a letter of application,

(i) start the letter with:

- ★ Dear Ms Wong,
- ★ Dear Sir / Madam,
(if you don't know the recipient's name)

(ii) state the purpose of your writing:

- ★ I am writing to apply for ...
- ★ I would like to apply for ...

(iii) close the letter with:

- ★ I would be happy to attend an interview at your convenience.
- ★ I look forward to hearing from you.

(iv) end the letter with:

- ★ Yours sincerely,
(if you know the recipient's name)
 - ★ Yours faithfully,
(if you don't know the recipient's name)
- and write your name below.



Your turn!

Writing a letter of application

You are ① Chris Wong, a Secondary 3 student at Kowloon Secondary School. You are looking for a summer job ④ in *Jobs Daily*. ③ You think you are **qualified** for a job post and you want to apply for it.

④ 10 June 20__

③ Receptionist

Happy Youth Centre is looking for a receptionist to work in July and August. You will greet visitors to our centre, answer phone calls and take messages. You should be ⑤ **patient** with people, ⑤ have **good communication skills** and be ⑤ **fluent** in English.

Please send your application to ② Happy Youth Centre at jobs@happyyouth.com.

Step 1 Understanding the writing question

Blacken the circles next to the correct answers.

① **Who** are you?

Sam Chan / Chris Wong), a Secondary 3 student at Kowloon Secondary School

② **Who** are you writing to?

Jobs Daily / Happy Youth Centre / Harmony Education Centre

③ **Why** are you writing the letter?

To apply for the post of (Teaching Assistant / Teacher / Receptionist)

④ **Where** and **when** did the advertisement appear?

In *Jobs Daily* / On Jobs.com
on 10 (June / July / August)



Complete your letter using information ① – ⑦ on pp.8–9 and the notes ① – ④ on p.10.

① _____ ② _____,

Re: Application for the post of ③ _____

④ _____ ⑤ _____
 _____, which was posted ⑥ _____.

I am a ⑦ _____.

Since I was young, I have always got ⑧ _____

and I ⑨ _____

I have been a keen member of the school's ⑩ _____ Club for a year. I have developed ⑪ _____

_____. Last year, I ⑫ _____

_____. My job ⑬ _____

_____. ⑭ _____

_____ who worked with me praised me for being a ⑮ _____

_____ person.

I have attached my CV for your reference and I ⑯ _____

_____.

⑰ _____,

⑱ _____

