

Klasa III t, Język angielski zawodowy, nauczyciel: Rafał Krawczyk

Lesson

6st May, 2020

Topic: A letter of application – lead in..

1. Zapisz datę, temat i poniższe wyrazy w zeszycie i przetłumacz je na język polski: *apply for a job, skills, experience, compatible with interests, position of a builder, civil engineering, employ, employer, employee, vocational training, conditions of employment, obliged to, contract of employment, qualifications, attach a CV, post, vacancy, trial period, salary based on 45-hour working week, job requirements.* Pamiętaj, że wyrazy te związane są tematycznie z listem motywacyjnym.
2. Przepisz modelowy list motywacyjny do zeszytu:

Dear Sir, Madam,

I am writing to apply for the position of a receptionist, in response to your advertisement placed in Gazeta Wyborcza, on April 25, 2020.

I am at present studying in my final year of secondary school. I am planning to find employment in a hotel and continue my further education. I hope I have enough relevant experience as I have worked as a summer camp supervisor and a secretary in my father's company. I am communicative in English, too.

As you can see from the attached CV, I have also done volunteer work at a Save The Planet event. My duties included some administrative work and face-to-face contact with people. I registered participants and gave them instructions. I was able to solve some problems with the equipment.

I think I am a good candidate, because I am reliable and efficient. I am also well-organized and I know the safety regulations. I have excellent communication skills and deal with people really well. I find it easy to work with computers, too.

I attach some references from my previous employer. I would also appreciate an opportunity to discuss my suitability for the position in an interview. I look forward to hearing from you.

Yours faithfully,

XYZ.

PS Dzisiejsza lekcja jest wprowadzeniem do tematu pisania listu motywacyjnego. Tym razem chcę tylko, abyście się zapoznali z modelowym listem. Następnie razem, przeanalizujemy list motywacyjny związany z waszą branżą. Podam kilka pożytecznych zwrotów i otrzymacie konkretne zadanie do zrobienia. W razie pytań, kontakt mailowy: r.krawczyk0@poczta.onet.pl.

Pozdrawiam: R. Krawczyk