

OBJECTIVE

To write a job application letter (letter and email)

COURSE SUMMARY

Sender's address

Date

Company address

Dear Sir or Madam,

I would like to apply for the position of position in your company.

I believe I am suitable for this position because... experiences... .

Moreover, qualifications

I have attached my resume and a motivation letter for your consideration.

I am looking forward to hearing from you soon.

Sincerely yours,



The job that you are applying for

- Use the present perfect tense

- Coherent with the responsibilities and skills

- studies and trainings

- Coherent with the responsibilities and skills

Activity 1

Rearrange these sentences to form a job application letter.

Ambondrona, lot V Bis

Tuesday, 8th June 2021

British School of Madagascar

Lotissement Bonnet N69, Rue Annabelle, Ivandry Antananarivo

I think I am suitable for this position.

Teaching has always been my passion.

I'm looking forward to hearing from you soon.

I would like to apply for an English Teacher for primary schools at the British School

I have taught English at La Source for 5 years.

I have always been great with students.

I have attached my resume for your consideration.

Moreover, I studied English at the Ecole Normale Supérieure and I own a Master degree at teaching English.

I have taught English for CE, CM1 and CM2 classes for four years.

Finally, I have followed a training about teaching foreign languages at the Primary school at

If you find it suitable, please feel free to contact me at the below mentioned contact details.

Sincerely yours,

A handwritten signature in black ink, enclosed in a thin black rectangular border. The signature is stylized and appears to be the name 'David'.

Activity 2

Step 1 : Here is a job ad. Read it and answer the questions

JOB OPPORTUNITY

A well reputed company located in Toamasina is looking for a full-time secretary

Responsibilities :

- receiving guests and visitors
- answering telephone calls
- preparing reports and documents
- reading mails and preparing response letters

Qualifications and experiences :

- Excellent computer skills
- At least 5 years work experience
- Fluent in Malagasy, French and English
- Not more than 40 years of age
- Available to work on weekends

If you are interested, apply to joffer@yahoo.fr enclosing your CV and availability, no later than 23rd of May.

Questions :

1. What position is it looking for?
2. True or False. Justify
 - a. It is a part-time job.
 - b. Having one year of experience with the job is acceptable.
 - c. Sometimes, the secretary will work on Saturdays.
3. What skills is the company looking for?

Step 2 : Read this job application that Mrs Sahondra RAZAFINARIVO has sent. In groups, discuss whether it fits to the job ad above. Then, report to class and justify.

From : sahondraso@yahoo.fr

To : job_ad@yahoo.fr

Subject : Job application for the position of secretary

Dear Sir,

I would like to apply for the position of secretary in your company.

I have ten years of experience. I have worked as a receptionist at Manja hotel. I can speak English and French. Malagasy is my native language. I am fully available to work during weekdays. I am an enthusiastic person and I can work immediately.

I am looking forward to reading from you soon.

Yours faithfully,

Sahondra RAZAFINARIVO

Activity 3

Write a job application letter that fit to the job ad.