A) PISNI SESTAVEK (V ENI OD STALNIH SPOROČANJSKIH OBLIK)

FORMAL LETTER – APPLICATION

Level B1 · 10 exam-style tasks

Note on salutation. If the task **names the addressee**, begin *Dear Mr/Ms + surname* and end *Yours sincerely*. If it gives **only a company or office**, begin *Dear Sir or Madam* and end *Yours faithfully*. Set out your address and the date, and the recipient's details, in the correct places. Your name is **Dominik(a) Novak**.

Task 1

Application

You have seen an advertisement for a summer job at an ice-cream parlour in your town. You would like to apply.

Write an **application** of **120–150 words** in which you:

- say which job you are applying for and where you saw the advertisement
- explain why you would like the job
- describe any experience and personal qualities you have

(20 points)

Task 2

Application

The town library is looking for weekend helpers during the summer holidays. Write to the library manager, Mrs Owen.

Write an **application** of **120–150 words** in which you:

- say why you are writing
- explain why you would enjoy the work and are suitable
- say when you are available

(20 points)

Task 3

Application

A summer camp for children needs young helpers. You would like to apply. The camp director is Ms Clarke.

Write an **application** of **120–150 words** in which you:

- say which post you are applying for
- explain why you like working with children
- describe your relevant skills

(20 points)

Task 4

Application

An animal shelter in your area is looking for volunteers. You would like to help.

Write an **application** of **120–150 words** in which you:

- say why you are writing
- explain why you care about animals
- say how often you could help

(20 points)

Task 5

Application

The local sports centre needs part-time reception staff for the summer. Write to the manager, Mr Davies.

Write an **application** of **120–150 words** in which you:

- say which job you are applying for and where you saw it
- explain why you are a suitable candidate
- mention your language and computer skills

(20 points)

Task 6

Application

A café near your school is looking for a weekend waiter or waitress. You decide to apply.

Write an **application** of **120–150 words** in which you:

- say why you are writing
- describe any experience you have
- explain why you would be reliable

(20 points)

Task 7

Application

Your school is looking for student helpers for its open day. You would like to take part.

Write an **application** of **120–150 words** in which you:

- say why you are writing
- explain why you would represent the school well
- mention your strengths

(20 points)

Task 8

Application

A local garden centre offers summer jobs to students. Write to the manager, Mr Reid.

Write an **application** of **120–150 words** in which you:

- say which post you are applying for
- explain why you enjoy outdoor work
- describe your personal qualities

(20 points)

Task 9

Application

The cinema in your town is hiring weekend staff. Write to the manager, Ms Foster.

Write an **application** of **120–150 words** in which you:

- say why you are writing and where you saw the advertisement
- explain why you want the job
- say when you can work

(20 points)

Task 10

Application

A youth hostel needs a summer receptionist. You would like to apply.

Write an **application** of **120–150 words** in which you:

- say why you are writing
- explain how your English would help in the job
- describe your friendly and organised nature

(20 points)