

Applying for a job.

You have just read a job advertisement in today's Irish Independent and you feel the job is very suited to you.

Chose one of the following positions:

- | | |
|---------------------------------|---|
| 1. Care Assistant | Hollybrook Nursing Home
St Lawrence's Road
Clontarf
Dublin 3 |
| 2. Security Person | Bewley's Hotel
Ballsbridge
Dublin 4 |
| 3. Driver | Esso Ireland Ltd.
North Wall
Dublin 1 |
| 4. Maintenance Operative | Bank of Ireland
St. Stephen's Green
Dublin 2 |
| 5. Sales Assistant | Marks & Spencer
Grafton Street
Dublin 2 |
| 6. Receptionist | Zero Technologies
Mt. Brown Industrial Estate
Dublin 8 |

Task 1 Answer the questions about the job you have chosen

Describe the type of work you think this person would be expected to do.

What qualifications would you need for the job?

What type of personality would you need to do this work?

Task 2

Imagine you decide to apply for this position. Write to the company asking them for an application form for the job.

In your letter remember the following details:

Your address

Name of the person you are writing to with the correct title, Mr or Ms (if you can get it)

Address of the company

*Your name **in full** at the end of the letter (first name and family name)*

Task 3

Write a letter of application to include with your CV