

Sample advertisements from *Situations Vacant* in a national newspaper

Advertisement 1

Medico Surgical Supplies Ltd.

North Road
Finglas
Dublin 11

Warehouse Assistant required in our busy stores/transport section. Must have minimum of two years experience in a warehouse environment. Forklift licence an advantage. Full training given to suitable candidate. Top wages paid.
Contact Paul at 01/3456789 for an application form or email CV to
paulhorgan@mss.ie
Closing date: 16 September 2006

Fulltime Sales Assistants req'd immediately for busy curtain and interiors outlet in city centre. Exp. desirable but not essential. Must be 18+.
Neat appearance and good communication skills.
Exc. wages.

Email CV to rachel@mirandadesign.ie with cover letter attached
or call 01/9778654

Due to its on-going expansion Beechwood Kitchens Ltd require qualified fitters (2) with exp. in fabrication and installation. Immediate start.
Min. salary 38K. Good English an advantage.
Apply with CV and references to info@beechwood.ie
or to
Sean Dillon
Beechwood Kitchens Ltd.
Dartry Industrial Est.
Dublin 6

Read the sample job advertisements and answer the following questions.

Advertisement 1

1. What is the name and address of the company who placed the ad in the newspaper?

2. What job is being advertised?

3. What type of work do you think the new employee will do?

4. Does the applicant need to have any experience?

5. Does the person need to have a forklift licence?

6. If a person is interested in this job what must he/she do?

7. What is the salary?

8. When must applications be sent in?

Advertisement 2

1. What job is being advertised?

2. Where is this company located?

3. What hours will the person be required to work?

4. Is experience necessary for this job?

5. What requirements is the company specifically looking for in the candidate?

6. Why are good communication skills need for this job?

7. What wages are being offered?

8. How would a person apply for this position?

9. Is there a closing date for applications?

Advertisement 3

1. Why is Beechwood Kitchens Ltd recruiting new staff?

2. How many people do they require?

3. When do the new employees start?

4. What special skills and qualifications do applicants need for this job and what type of work will they be doing?

5. What is the salary?

6. What is mentioned as an advantage?

7. How should candidates apply?

8. Why do you think references are required?

Class discussion

- What is meant by 'neat appearance'?
- Is a neat appearance important when you are looking for a job?
- Think of some jobs where a neat appearance is **not** important
- What is meant by 'good communication skills'?
- What jobs would you need good communication skills for?
- If you needed a reference, who would you ask?
- What would you expect a reference to say about you?

Writing Tasks

1. Write the full words for the following abbreviations in the advertisements.

CV _____

Req'd _____

Exp. _____

Exc. _____

Min. _____

2. In the boxes below write out the names and addresses of the people you should apply to for these jobs.

Ad 1

Ad 2

Ad 3

3. No full name or address has been given in the second advertisement. What should you do to get this information?

4. Choose **one** of the advertised jobs and write a good cover letter to send with your CV.

Remember to include:

Your **full** address

The **full** name and address of the person you are writing to.

The correct title for the person you are writing to: **Mr** or **Ms**.

Your full name at the bottom of the letter (first name **and** family name).