

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.

Choose **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

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

Task 2

What qualifications would you need for the job?

Task 3

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

Task 4

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

Task 5

Write a letter of application.