**Writing a letter of application**

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| **How?** | **What?** |
| 1 minute | 1. Work in groups of four. Divide your groups of four into two teams of two each.   Team 1 reads the first letter of application on page 4 of this worksheet.  Team 2 reads the second letter of application on page 4 of this worksheet. |
| 3 minutes | 1. Read your letter of application. |
| 7 minutes | 1. In your team,    1. Decide if your letter is a good or a bad example of a letter of application.    2. Find as many examples of what is good / bad in your text.    3. Find out if there are any sentences that you can reuse when writing your own letter of application and underline them.   **TIP:** Please scan the QR code for important information that you will need for writing your letter of application:  C:\Users\hess\Desktop\frame.png |

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| 10 minutes | 1. Share the information you have found with your group and make a checklist of what you need to do / not do in your letter of application. You can also include anything you know from writing letters of applications in German   **IF YOU NEED HELP:**  Scan this QR code first:  C:\Users\hess\Desktop\frame (1).png  If this doesn’t help, scan this QR code:  C:\Users\hess\Desktop\frame (2).png  If you still need help, check this QR code:  C:\Users\hess\Desktop\frame (3).png |
| 5 minutes | 1. With the list you have just made, think about what you would write if you were Colin and wanted to apply for the job you have picked. Make a list of key words. |
| 5 minutes | 1. Share your findings with your group, check if everything the members of your team want to say makes sense, and structure your ideas. |
| 30 minutes | 1. Start writing your letter by using [www.zumpad.de](http://www.zumpad.de) or [www.cryptpad.fr](http://www.cryptpad.fr) to write together at the same time. |
| 1 minute | 1. Send your finished letter of application to your teacher so that she/he can correct it for you and give you feedback. |

**Good and bad examples of letters of application**

**Letter of Application 1**

From: walterwales@mail.com

To: [info@bayrestaurant.com](mailto:info@bayrestaurant.com)

Subject: Job

Hello, my name is Walter Wales and I am 21 years old. I want to work as a bartender in your restaurant because I live next door and if I work for you, it’s really convenient for me. You know, I like to spend all day in bed and I don’t like getting up so working next door and in the evening is a good fit for me. You are looking for someone who has experience working at a bar. I don’t but that’s okay because I am great with people. I have many friends. I also make the best drinks. Just ask my friends. Also I am good at surfing. What I am bad at is reading and math and I am often late. I think that the salary of $15 per hour is ridiculous, though. I think you should pay me more.

I am waiting for your answer.

Bye

Walter Wales

**Letter of Application 2**

From: walterwales@mail.com

To: [info@bayrestaurant.com](mailto:info@bayrestaurant.com)

Subject: Application as a bartender at Bay Restaurant

Dear Sir or Madam,

I have seen your advertisement for bar staff in the local newspaper and would like to apply. As you can see in my CV, I have already gained some experience in bartending at various bars around the city where I have learned to mix a wide range of cocktails. As I am quick to learn new skills and enjoy working at a bar, I am very sure that I will learn to make all the drinks on your menu very quickly and to your satisfaction.

At the same time I believe it will be helpful that I am a very social person. In my experience a good bartender has to be good at small talk and know when to listen. Both of these skills come naturally for me and I have always liked to use them to the benefit of my customers.

Finally, it has to be mentioned that I have a lot of energy, so the idea of working long hours does not worry me at all. My last employers have always found me friendly, dedicated to the job and honest.

I have attached my CV to this email and look forward to hearing from you.

Yours faithfully,

Walter Wales