

Learn**English** Teens

Writing skills practice: Applying for a job – adverts and email

Jobs _

Football Trainer Wanted

UNIVERSITY OF HOBURN football team.

Do you like football?

Can you teach football?

Can you organise a group of people?

Can you speak English?

Can you drive a car?

Yes? Send us an email at jobs@uoh.edu.uk-sports

JOBS@ UNIVERSITY OF HOBURN

Jobs at university sports café

Do you like working with people? Can you cook? Can you speak languages? Can you use a computer?

Yes? Send us an email at jobs@uoh.edu.uk-sports

From: lenty@dsmail.com
① To: jobs@uoh.edu.uk-sports
Cc:
② Subject: Jobs
Insert: Attachments Photos Videos
Tahoma 10 B I U ■
Dear Hoburn University Sports Club
Please send me information about the job at the sports café.
(s) I am friendly and I love working with people. I can cook well, especially pasta and pizza. I can speak English, Spanish and a little German. I can use a computer very well.
© Best regards
② Lenny Tyler
Send Save Cancel

Top Tips for writing

- 1. The address of the person you write to.
- 2. What the message is about.
- 3. Beginning. We don't know the person, but we can write the name of the organisation.
- 4. Introduction. Why you are writing.
- 5. Main part of the email.
- 6. End of the email.
- 7. Name of the person who writes the email.

www.britishcouncil.org/learnenglishteens

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