

- a Look at the job advertisement. Which job could you apply for?  
b Complete the CV (Curriculum Vitae) with a heading from the list.

Additional information   Career history   Computer skills  
Education   Languages   Personal information

- c Read the covering letter. Circle the more formal phrase in each pair.

## Mehmet Bolat

### <sup>1</sup>Personal information

Address     Alper Apt. Daire 3  
                  Turgut Özal Caddesi Seyhan, Adana  
Telephone   home: 0090 322 6587688  
                  mobile: 0090 535 9428190  
Nationality   Turkish  
Marital status   Single  
Date of birth   12th September 1982  
Email         bolatmehmet@superonline.com.tr



<sup>2</sup> \_\_\_\_\_  
2006–     Junior physiotherapist at Rehabilitation Centre,  
Balcalı: University Hospital, Adana

I work mainly with patients who need rehabilitation after an operation. In my free time, I also work as a physiotherapist for a local basketball team.

<sup>3</sup> \_\_\_\_\_  
2001–2005     Degree in physiotherapy, University of Gaziantep  
1997–2001     Atatürk High School, Adana

<sup>4</sup> \_\_\_\_\_  
English (CEF level B2). I have a good level of written and spoken English.

I have been studying English at a private language school for the last three years.

German (fluent). My mother is German.

<sup>5</sup> \_\_\_\_\_  
Windows XP

<sup>6</sup> \_\_\_\_\_  
Full driving licence  
Member of the university basketball team

The Olympic Committee is looking for dedicated, enthusiastic, and energetic people to work in different areas for the forthcoming Olympic Games. There are vacancies in the following areas:

- Administration                      • Translation and language services
- Hospitality and catering          • Medical support

All applicants must be appropriately qualified and a good level of English is essential. Send your CV and a covering letter (in English) to:

Job applications: The Olympic Committee, PO Box 2456

Alper Apt. Daire 3  
Turgut Özal Caddesi  
Seyhan, Adana  
30th April

Olympic Committee  
PO Box 2456

Dear Sir / Madam,

<sup>1</sup> *I am writing / I'm writing* to apply for a job with the medical support staff in the forthcoming Olympic Games.

I am a qualified physiotherapist and <sup>2</sup> *I've been working / I have been working* at a Rehabilitation Centre here since January 2006. I have a good level of English, and <sup>3</sup> *my German is great / I speak German fluently*.

<sup>4</sup> *I enclose / I'm sending you* my CV as requested.

<sup>5</sup> *Hope to hear from you soon. / I look forward to hearing from you.*

<sup>6</sup> *Best wishes / Yours faithfully*

*Mehmet Bolat*

Mehmet Bolat

- d Complete the **Useful language** box with *Yours sincerely* and *Yours faithfully*.

### Useful language: a formal letter

Formal letters	Start	Finish
You don't know the person's name	Dear Sir / Madam	_____
You know the person's surname	Dear Mr / Ms / Mrs García	_____

### Layout / style

- Put your address in the top right-hand corner with the date underneath.
- Put the name and address of the person you are writing to on the left.
- Don't use contractions.
- Write your full name under your signature.
- Put *I look forward to hearing from you* if you would like a reply.

**WRITE** your CV and a covering letter to apply for a job in the Olympics.

**PLAN** what you're going to write. Use the **Useful language** box and **Vocabulary Bank Work p.152** to help you.

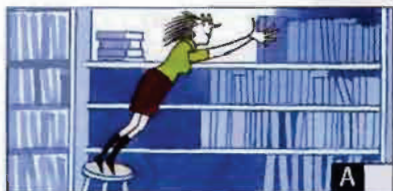
**CHECK** the letter for mistakes ( **grammar** , **punctuation** , and **spelling** ).



# Work

## 1 Describing your job

a Read the texts and match them to the pictures. What are the jobs?



A



B

1 I only work **part-time** – four mornings a week, and I sometimes do overtime on a Saturday morning. I don't earn a big salary. It's a **temporary** job and I only have a six-month **contract** at the moment. But the **working hours** suit me as I have very young children. When they go to school I would like to find a **permanent** job and work **full-time**. What I like most about my job is working in complete silence! The only noise you can hear is of people turning pages and whispering.

2 I did a six-month **training course** at Technical College to get my **qualifications** and then I worked for a local company to get some **experience**. I worked long hours for a low salary and so I **resigned** last year and became **self-employed**. I prefer working for myself. I don't work regular hours (sometimes people call me in the middle of the night) but you can earn a lot of money in this job, especially in the winter. If I'm lucky, I'll be able to **retire** when I'm 60!

b Match the **highlighted** words in the texts to definitions.

- |   |                        |
|---|------------------------|
| 1 a written legal agreement                             | <u>contract</u>        |
| 2 the knowledge you get from doing a job                | _____                  |
| 3 a series of lessons to learn to do a job              | _____                  |
| 4 the time you spend doing a job                        | _____                  |
| 5 working for yourself, not for a company               | _____                  |
| 6 to stop working when you reach a certain age, e.g. 65 | _____                  |
| 7 left a job because you wanted to                      | _____                  |
| 8 lasting for a short time                              | _____ (opposite _____) |
| 9 for only a part of the day or the week                | _____ (opposite _____) |
| 10 exams you've passed or courses you've done           | _____                  |

## 2 Saying what you do

Complete the Prepositions column.

- |   | Prepositions |
|---|--------------|
| 1 I <b>work</b> _____ a multinational company.            | _____        |
| 2 I <b>work</b> _____ a manager.                          | _____        |
| 3 I'm _____ <b>charge</b> _____ the marketing department. | _____, _____ |
| 4 I <b>work</b> _____ a factory.                          | _____        |
| 5 I'm <b>responsible</b> _____ customer loans.            | _____        |
| 6 I'm _____ <b>school / university</b> .                  | _____        |
| 7 I'm _____ <b>my third year</b> .                        | _____        |

## 3 People

Write two more jobs in each column.

-er	-or	-ist	-ian	others
lawyer /'lɔːjə/ plumber	actor conductor	psychologist scientist	electrician librarian	accountant chef /ʃef/

**!** An **employer** is a person or company that employs other people. An **employee** is a person who works for somebody.

**Can you remember the words on this page? Test yourself or a partner.**

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