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## 32 Job application

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Write an email applying for a job.

Some ideas are given below, but adapt and change them as you wish.

- a) Look in some newspapers/magazines and find a job you might be interested in.
- b) Think of a real-life job you would be interested in. It doesn't matter if the position is not vacant at the moment.

Remember the structure of a job application given in the unit in *Email English*:

- Reason for writing
- Your background and experience
- The job itself, and why you would like to do it
- Refer to your CV
- Final comments

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?