

Letter of application

Read the following job advertisement on a company's website.

**HOLIDAY JOBS AT ICSD LIMITED –
FANTASTIC OPPORTUNITY FOR STUDENTS**

Have you done some work experience and would now like to gain more practical knowledge as well as make some good money during your holidays?
Apply to ICSD.

What we are looking for:
upbeat¹ and organised 16 plus students to add to our successful customer service team for a period of at least four weeks

What you have to do:
record phone or postal orders from German- or English-speaking customers, and update the database

What you need:

- excellent phone manner
- knowledge of Word and Excel
- good standard of German and English, both written and oral

You will be given two days' training before you start work.

Please send in a letter of application and your CV to:
Julia Weston, Personnel Manager (ICSD Ltd.), Coopers Row, London,
W1A 2JQ, United Kingdom.

1 upbeat – *fröhlich, optimistisch*

Before you write a letter of application, look at the following list of ideas. Choose ten ideas you could use in your letter.

- I found the advertisement on your company's website.
- My teacher told me to apply for a job to improve my language skills.
- I could start work in July and stay for six weeks.
- I have good computer skills and like working with people.
- I like sports and working with small children.
- I am a very creative and outgoing person and would like to work in education.
- I am good at organising things.
- I am fluent in English and German.
- I would like to gain some work experience abroad.
- I am very good at languages, but have never worked with Excel.
- How many days off would I have if I worked for the company for six weeks?
- Enclosed: CV and certificates
- Enclosed: school reports and sports diploma
- Please give me the job – I'll do my best.
- I did work experience with a German company last year.
- I would like to be a member of your team.
- Please call me as soon as possible.
- I'm sure the job will be fun.
- I look forward to hearing from you.
- I'll do the job, but only if you can arrange a place for me to stay.

Key

◆ *Hinweis: Überlege, was ein Mitarbeiter in der Personalabteilung des englischen Unternehmens von den vorgeschlagenen Ideen halten würde. Vergleiche dafür alle Ideen mit der Stellenanzeige und prüfe, ob sie den Erwartungen des Unternehmens entsprechen. Wähle nur Vorschläge aus, die einem Bewerber bzw. einer Bewerberin dazu dienen, sich gut zu präsentieren und für den Arbeitgeber interessant zu wirken.*

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- ▶ I did work experience with a German company last year.
- ▶ I would like to be a member of your team.
- ▶ I look forward to hearing from you.

Kastanienweg 15
93049 Regensburg
Germany

20 April 20...

ICSD Limited
Julia Weston
Personnel Manager
Coopers Row
London
W1A 2JQ
United Kingdom

Holiday job at ICSD Limited

Dear Ms Weston,

I am writing to apply for a holiday job at ICSD Ltd., as advertised on your website. I am 17 years old and I attend the "Goethe-Realschule" (Year 10) in Regensburg, Germany. I hope to take my final exams at the end of this school year. Before continuing my education I would like to gain some work experience abroad.

I got very good marks in IT and I have a good working knowledge of Word and Excel. I did some work experience in the customer service department of a German company last summer, where I had the chance to practise my computer skills. As I have also attended two language courses in England, I am fluent in written and spoken English and, of course, in German.

I would be glad to be a member of your team, because I enjoy working with people and I am quite good at organising things. A holiday job where I could use both my computer and language skills would be the perfect combination for me.

I could start work in July and stay for six weeks.

I look forward to hearing from you soon.

Yours sincerely,

(your signature)

(your name)

Enclosed: CV and certificates

(209 words)