

Connectivity Level 5
Optional Writing Task

UNIT 1

WRITING TASK: Write a cover letter to go with your resume

To the Teacher: Hand out the next page to the students. Have students complete their writing task in the space provided.

Vocabulary:

Collocations for career and study plans: *decide on, take up, apply for, apply to, sign up for, switch to, be accepted to/by/into, be rejected by, enroll in*

Collocations with have and get for qualifications: *have a certificate in, have a degree in, have experience with, have training in, get certified as, get a degree in, get experience in, get training in*

GSE Objectives:

GLWP0281: Can write a letter of application with appropriate register, conventions and supporting detail. (65)

GLVC2002d: Can use language related to career progression and position. (59-75)

GLWP1160: Can present factual information in an objective way in extended written discourse. (67-75)

UNIT 1

WRITING TASK: Write a cover letter to go with your resume

Directions: Read the job ads below. Select one job and write a formal cover letter that will accompany your résumé when applying for this position. Write two to three paragraphs. Use real or invented information about yourself.

- **Experienced pilot wanted.** Must have commercial license and minimum 1,500 hours flight time. FCC license a plus. Ability to speak English and Spanish fluently. Apply to Mr. Jude Watson, Danson Airlines, P.O. Box 142, Phoenix, AZ 85001.
- **Math teacher.** Minimum 2 years experience teaching grades 9-12. Must have excellent communication skills. Organized, motivated applicants only. Contact: Mrs. Shana Speers, Clinton High School, San Mateo, CA 94401.

Write your cover letter:

[illegible]