



# Unit 38 Applying for a job

KV zur Differenzierung: Schneiden Sie die Textteile aus und lassen Sie sie von schwächeren Schülerinnen und Schülern in die richtige Reihenfolge bringen.

## ✂ Task 09 – Put the text pieces into the correct order.



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Jack Jones

CONSTRUCTION PROFESSIONAL

Southtown, England

19 April 20..

### **Skilled worker advertised on your company homepage 18 April**

Dear Mr Jones,

I am highly motivated and confident in applying for the above position because of my diligence, taking care of details and having the right attitude for the job.

My CV clearly shows I have all the qualifying skills, education and abilities that fit with such a position.

In short, they are:

- More than three years combined post-secondary education in the construction business, apprenticeship final exam passed with merit, showing I have the right attitude for learning new things.
- Hands-on experience with all relevant tasks this job involves.
- An ability to multi-task and work alone through self-motivation and the motivation as part of a team.

After you have looked at my CV, I would like to contact you to discuss how well I can contribute to your organisation. If you have any questions beforehand, please contact me via the phone number or e-mail address above.

Thank you very much for taking the time to look at my CV. I am enthusiastic about the opportunity of working with your organisation. I look forward to speaking with you soon.

Yours sincerely,

*Lukas Polkron*

Mr Lukas Polkron

Enclosure: CV