

5 Language Excellence

Presentation: A job application


1 Match the headings (1–4) with the sections (A–D).

1 Responsibilities

3 Terms and conditions

2 Summary of job and requirements

4 Skills



SALES AND MARKETING ASSISTANT

Full-time jobs Part-time jobs About Contact

A _____

We are seeking a graduate to assist us in the day-to-day running of the studio, focusing on sales and marketing. You need to be good at spoken and written English and you must have excellent communication skills. You have to be computer literate. You need to be creative. We are looking for someone reliable, enthusiastic and able to use their own initiative.

B _____

- ◆ Answering emails
- ◆ Assisting with writing press releases
- ◆ Assisting with social media
- ◆ Generating ideas to promote the brand
- ◆ Helping create material for advertising purposes: websites, newsletters, blogs, etc
- ◆ Helping with events and exhibitions

C _____

- ◆ A good phone manner
- ◆ Knowledge of sports and fashion
- ◆ Skills in Word, Excel and Photoshop or Illustrator
- ◆ Copyediting skills

D _____

This position is for a minimum of three months. No prior work experience is necessary but it would be advantageous. Pay will be based on the minimum wage unless stated otherwise. For application and contact details [click here](#).

Education background

Please list the institutions attended and qualifications achieved, starting with the most recent.

Please provide details of any specific skills and explain how they would contribute to the performance of the job.

Employment history

Company name	Position	Date started	Date finished	Job description

Please summarise why you are applying for the job.

I'm applying for this job because _____.

I have got to _____.

I must _____.

I need to _____.

A job application

Job application forms require maximum information in minimum space. You need to be clear and concise and include all details relevant to the job you are applying for.

Remember!

Must, have got to and need can all be used to show necessity. When writing sentences with these verbs, remember that *must* is followed by an infinitive without *to*.

The candidate must have some work experience.

5 Language Excellence

Practice: A job application

Necessity and condition

Necessity

Must + infinitive without to

The candidate **must be** good at English.

Have (got) to + infinitive without to

The applicant **has got to be** over 16 years old.

Need + infinitive

The company **needs to find** a replacement quickly.

Condition

Unless

They will hire that candidate **unless they find** someone better qualified soon.

You won't find a job **unless you apply** for one.

Typical errors

He ~~must to be~~ good at maths to do this job. ✗

He **must be** good at maths to do this job. ✓

The company will hire him ~~unless he will fail~~ his exam. ✗

The company will hire him **unless he fails** his exam. ✓

1 Circle the correct words.

You need / **must** to fill in this form to claim expenses.

- When you apply for a job you **have to** / **need** fill in an application form.
- The company **must** / **has got** sign the contract by the end of the day.
- Amy won't take the job **unless** / **when** the company provides health care.
- The company **needs** / **must** to offer a pay rise before the workers go on strike.
- Assume they are offering the minimum wage **must** / **unless** they state something different.

2 Complete the sentences with a verb from the box and the words in brackets.

be have look for offer ~~take~~ want

I must take (must) some more computer courses to increase my skills.

- Nico _____ (need) for a job soon or he will run out of money.
- The company _____ (have to) a better salary or she will resign.
- Jack has to accept their offer _____ (unless) to be unemployed.
- The candidate _____ (must) bilingual in English and German.
- The applicant _____ (need) some work experience in any industry.

3 Correct the errors.

The candidate needs have an excellent phone manner.

The candidate needs to have an excellent phone manner.

- Tom will get a promotion unless he works harder.

- They have got sell 100 products to get the bonus.

- You must to apply for this job – you are the perfect candidate.

Final Writing Task

A job application

Complete the application form on page 9. Include as much detail as possible.

- Include detailed information when you summarize why you are applying for the job.
I'm applying for this job because I would like to work in this industry and I need to get some relevant work experience.