
JĘZYKI OBCE W PRACY

List Formalny, podanie o pracę, ogłoszenia.

LIST FORMALNY

Dear Sir or Madam,

I am writing to apply for the holiday job in your restaurant, which I saw advertised in the Evening News last week.

I am seventeen years old, a student at Newton's College, and have lots of experience working in restaurants and cafés. Last summer I worked as a waiter in Mario's Café and recently I have been working at The Bay Leaf in High Street. I am hard-working, honest and have good customer service skills.

I would be grateful if you could send me some more details about the job and I would be happy to discuss my application with you. I am enclosing my CV.

I look forward to hearing from you.

Yours faithfully,

Thina White

PODANIE O PRACE

Dear Sir or Madam,

I am writing in response to your job offer concerning the post of a hotel receptionist which I found in the latest issue of Home News.

I believe this position fits my expectations of a perfect job.

As far as my qualifications are concerned, I have been working for Charing Cross Road, where I have gained a lot of valuable professional experience. In addition to this, I consider myself hard-working and career-orientated. I know very well from my experience that the post of a hotel receptionist requires both of these features.

I am ready to attend an interview at your earliest convenience. I am enclosing the names of two referees from the Eagle Hotel, whom you can contact for further information.

I look forward to hearing from you.

Yours faithfully

XYZ

OFERTY PRACY

Employer: Harvey's Fashion House

Position: Secretary

Contract: Full~time / Temporary cover for maternity leave.

Salary: £ 16,000- £ 18,000 depending on experience

We are looking for a professional, experienced person with a positive attitude to be part of our team. You will be required to support other members of the team with their hotel and travel arrangements and expenses, as well as carrying out other administrative duties.

Employer: Electronics & Co

Position: Finance Manager

Contract: Permanent / Full-time

Salary: Competitive salary

This is an exciting opportunity to live and work in Paris. You must speak French fluently and must have a minimum of five years' experience in finance. Previous experience working for an electronics company is also an advantage.

Employer: Charities Plus

Position: Help- desk Advisor

Contract: Full- time

Salary: £ 18,000- £ 20,000 + benefits and bonus

We require a friendly and committed individual who has previous experience of working with charities. Your responsibilities will include dealing with fund- raisers and donors on the phone and by email.

Hours: Monday to Friday 8 a.m.- 2 p.m. or 2 p.m. 8 p.m. Plus two weekends in every three.

Employer: The Computer Store

Position: Shop Assistant: Gaming Expert

Contract: Part- time

Salary: £ 7,50 - £ 10,00 per hour

We require a shop assistant who loves technology and who has profesional experience of the gaming industry. Retail experience is not required: the successful candidate will attend our in- house training programme before starting the job.
