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Horario: 9am a 4pm

#### CUARTO MEDIO

El objetivo de esta guía es que los estudiantes reconozcan como identificar información en avisos de trabajo y como redactar una carta para postular a un trabajo. Para dudas que tengan pueden escribirme un correo a esta dirección: [yorka.sepulveda.pulmahue@gmail.com](mailto:yorka.sepulveda.pulmahue@gmail.com), escribiendo en el asunto el nombre de él o la estudiante y su curso, el horario para correos es de 9am a 4pm. Plazo de entrega: viernes 23 de octubre hasta las 2pm

#### O.A: Identificar información relevante en avisos de trabajo

#### O.A2: Redactar una carta de postulación a un trabajo

Read this job advertisement and answer the question below.

**BBJ Co., Ltd.**

BBJ Company Limited is currently looking for highly qualification candidates to join our rapidly growing company :

- Secretarial duties for manager
- Filling document
- General administration etc.

**SECRETARY**

**Qualification**

- Bachelor's Degree in Business Administration or related fields
- Good command of English
- Able to operate PC Microsoft Office, internet, e-mail

Interested applicants can send letter of application with English resume and transcript including recent photo to :

**BBJ Co., Ltd**  
**41<sup>st</sup> Floor River Wing West, Empire Tower**  
**195 South Sathom Rd, Yanawa, Sathon, Bangkok 10120**

1. What is the vacant position?

2. Who advertised for the job?

3. What does this position do?

4. What educational background is required?

5. What computer skills are required?

## READ THE FOLLOWING EXAMPLE OF AN APPLICATION LETTER

### Applying for a job: Letter format example

George Gilhooley  
XYZ Company  
87 Delaware Road  
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@gmail.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

John Donaldson

## NOW, WRITE YOUR OWN APPLICATION LETTER. CHOOSE A JOB FROM THE FOLLOWING ADS:

<https://www.indeed.com/q-Advertising-jobs.html>

### SECRETARY

18y.o and over  
20 hours a week (Everyday except Wed)  
Exp/pref



Wage : 15\$ p/h  
Must know computers (excel, pwpt and word)  
be able to type 60 words a minute  
have good phone skills

Apply ASAP

### Babysitter

16-18-year-old girl required  
Three nights weekly  
(Friday, Saturday + other day)  
(6-12 p.m.)

Wage: £9 per hour  
Experience with children necessary  
Please phone 020 8874 7114



### DELIVERY MAN

18-year-old required  
M-F  
am/pm  
20h p/wk



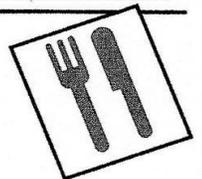
Wage : 8\$ p/h + tips  
No exp req, avail immed  
Have your own car/motorbike  
Like to meet people

Please phone 020 6689 0973

### WANTED PIZZERIA VESUVIO

Delivery boy  
Weekdays: 7 to 10 p.m.  
Sat & Sun: 9 to 12 p.m.  
Wage: £8 per hour  
Must have a motorcycle license

Please telephone  
01865 512 876



The following application letter template lists the information you need to include in the letter you submit with your resume when applying for a job. Use the application template as a guideline to create customized letters to send to employers with your resume.

**Contact Information**

(The first section of your letter should include information on how the employer can contact you. If you have contact information for the employer, include that. Otherwise, just list your information.)

**Your Personal Information**

First Name Last Name  
Street Address  
City, State, Zip Code  
Phone Number  
Email Address  
Date

**Employer Contact Information** *(if you have it)*

Name  
Title  
Company  
Address  
City, State, Zip Code

**Salutation**

Dear Mr./Ms. Last Name or Dear Hiring Manager:

**Application Letter Content**

(Your application letter will the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.)

**First Paragraph:**

(The first paragraph of your job application letter should include information on why you are writing. Mention the job you are applying for and where you found the position. If you have a contact at the company, include it.)

**Middle Paragraphs:**

(The next section of your cover letter should describe what you have to offer the company. Make strong connections between your abilities and the requirements listed in the job posting. Mention specifically how your skills and experience match the job. Expand on the information in your resume, don't just repeat it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.)

**Final Paragraph:**

(Conclude your application letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or email it.)

**Complimentary Close:**

Sincerely,  
Signature