

Wanted: Paradise Island Caretaker

We are looking for someone to work on a tropical island on the Queensland coast. No formal qualifications are needed, but candidates must be able to swim, surf, scuba dive and sail.

The successful applicant will receive a salary of \$70,000 per year (\$140,000, \$70,000) for six months and get to live rent-free in a three-bedroom villa, complete with pool.

The new recruit will work for just twelve hours a week. Duties include feeding some of the hundreds of species of fish and collecting the island's mail.

They will also need to prepare a blog, a photo diary and video updates to attract tourists to the area.



WRITING a covering letter

8 Read the advertisement and answer the questions.

- 1 What kind of person would be good at this job?
- 2 Would you like to do this job? Why/Why not?

9A Read the covering letter. Do you think this person would be good for the job? Why/Why not?

¹Dear Richard Smith,

²I'm writing to you regarding your advertisement for a caretaker on Paradise Island which I saw on www.findajob.com. I would like to submit an application for the post. Please find my CV attached.

As an experienced photo journalist who has spent the last five years travelling around the world, I believe that I meet all the requirements you outline in your advertisement.

- ³ Good communicator with broad IT skills: I've published newspaper and magazine articles, given TV and radio interviews and kept a journal and video weblog on my website with up-to-date photos and stories of my travels.
- Interest in nature and conservation: During a six-month stay in Bermuda, I worked for a dolphin conservation programme, where I had hands-on experience of teaching visitors about these amazing animals and why we need to protect them.
- Proven ability in project management: Before travelling the world, I worked for a small company, organising community projects.

⁴If you require any further information, or would like to arrange an interview, please call me on 077895367289 or email me at alisj@yahoo.com. I look forward to hearing from you at your earliest convenience.

⁵Yours sincerely,

Alison Jessop

B Is the wording of the letter formal or informal? Find examples of expressions which tell you this.

C Underline phrases in the letter which match meanings 1–6.

- 1 about (paragraph 2)
- 2 I want to apply for the job (paragraph 2)
- 3 I think I would be good for the job. (paragraph 2)
- 4 practical experience of doing the job (paragraph 3)
- 5 I have shown that I am able to do this. (paragraph 3)
- 6 as soon as you have the opportunity (paragraph 4)

D Underline any other useful phrases.

LEARNING organise your ideas

10 Match the parts of the letter 1–5 with notes a)–e).

Preparing a covering letter

- a) What qualities are they looking for? Write three to four points that show you have these qualities. Use the same words as they use in the advertisement.
- b) Address your letter to an individual. Only use 'Dear Sir/Madam' when you can't find out the recipient's name.
- c) Finish with a call to action. What is going to happen next? Are you going to call them or should they call you?
- d) Explain why you are contacting them. What is the job? Where have you seen it?
- e) Use 'Yours sincerely' if you know their name or 'Yours faithfully' if you don't.

11 Look at the job advertisements on page 163 and write a covering letter for one of the jobs. Use the sample letter and useful phrases to help you.