

ใบงานที่ 1 เรื่อง Introduction to Job Application
 หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations
 แผนการจัดการเรียนรู้ที่ 55 เรื่อง Job Application
 รายวิชา ภาษาอังกฤษ รหัสวิชา อ23102 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

Directions: Complete the following sentences with the words from the box.

position	enclose	reference	certification	candidate
degree	consideration	employment	opportunity	advertised

1.	I am writing to you with _____ to the job advertised in yesterday's newspaper.
2.	Adult workers are increasingly going back to school for a degree or _____ to improve their job opportunities.
3.	Your contract will set out the terms and conditions of your _____.
4.	I'm not in a _____ to reveal any of the details of the project at present.
5.	_____ must write their names on the top page of the exam paper.
6.	I'm going to _____ for someone to clean my house.
7.	Please _____ a curriculum vitae with your application.
8.	There are some great _____ now for engineers trained in computer-aided design.
9.	She has a master's _____ in history from Yale.
10.	That's an interesting job offer - I'd give it some serious _____ if I were you.

ชื่อ - สกุล ชั้น..... เลขที่.....

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 รายวิชา ภาษาอังกฤษ รหัสวิชา อ23102 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

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2.	Adult workers are increasingly going back to school for a degree or certification to improve their job opportunities.
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4.	I'm not in a position to reveal any of the details of the project at present.
5.	Candidates must write their names on the top page of the exam paper.
6.	I'm going to advertise for someone to clean my house.
7.	Please enclose a curriculum vitae with your application.
8.	There are some great opportunities now for engineers trained in computer-aided design.
9.	She has a master's degree in history from Yale.
10.	That's an interesting job offer - I'd give it some serious consideration if I were you.

ใบงานที่ 2 เรื่อง Job Application
 หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations
 แผนการจัดการเรียนรู้ที่ 55 เรื่อง Job Application
 รายวิชา ภาษาอังกฤษ รหัสวิชา อ23120 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

Directions: Identify the sections in a job application letter given.

	Colleen Warren colleen.warren@email.com 555-123-1234 www.linkedin.com/colleenwarren
	Dear Hiring Manager,
	<p>I'm writing to express my interest in the Web Content Manager position listed on Monster.com. I have experience building large, consumer-focused, health-based content sites. While much of my experience has been in the business world, I understand the social value of this sector, and I am confident that my business experience will be an asset to your organization.</p> <p>My responsibilities have included the development and management of website editorial voice and style, editorial calendars, and the daily content programming and production for various websites.</p> <p>I have worked closely with health care professionals and medical editors to provide the best possible information to a consumer audience of patients. I have also helped physicians to use their medical content to write user-friendly and easily comprehensible text.</p> <p>Experience has taught me how to build strong relationships with all departments in an organization. I have the ability to work within a team, as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements.</p> <p>I am confident working with development departments to implement design and functional enhancements, monitor site statistics, and conduct search engine optimization.</p>
	Thank you for your consideration.
	Colleen Warren

เฉลยใบงานที่ 2 เรื่อง Job Application
หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations
แผนการจัดการเรียนรู้ที่ 55 เรื่อง Job Application
รายวิชา ภาษาอังกฤษ รหัสวิชา อ23102 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

Heading

Colleen Warren
colleen.warren@email.com
555-123-1234
www.linked.com/colleenwarren

Salutation

Dear Hiring Manager,

Body of the letter

I'm writing to express my interest in the Web Content Manager position listed on Monster.com. I have experience building large, consumer-focused, health-based content sites. While much of my experience has been in the business world, I understand the social value of this sector, and I am confident that my business experience will be an asset to your organization.

My responsibilities have included the development and management of website editorial voice and style, editorial calendars, and the daily content programming and production for various websites.

I have worked closely with health care professionals and medical editors to provide the best possible information to a consumer audience of patients. I have also helped physicians to use their medical content to write user-friendly and easily comprehensible text.

Experience has taught me how to build strong relationships with all departments in an organization. I have the ability to work within a team, as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements.

I am confident working with development departments to implement design and functional enhancements, monitor site statistics, and conduct search engine optimization.

Complimentary Close

Thank you for your consideration.

Signature

Colleen Warren