

รายวิชา ภาษาอังกฤษ

รหัสวิชา **อ23102** ชั้นมัธยมศึกษาปีที่ 3

หน่วยที่ 8 Occupations

เรื่อง Job Application

ครูผู้สอน ครูธีรวิภา ศรีสวัสดิ์



**What would you do
if you wanted to get a part-time job?**



Job Application



จุดประสงค์การเรียนรู้

1. รู้และเข้าใจโครงสร้างการเขียนจดหมายหรืออีเมลสมัครงาน
2. เขียนจดหมายหรืออีเมลสมัครงานได้ถูกต้อง



Subject

Subject: Application for Part-Time Shop Assistant

Dear Sir or Madam,

I am writing to apply for the part-time shop assistant position. I saw your job advertisement on Facebook.

I am a responsible and hardworking student. I have good communication skills and can work well in a team. I am eager to learn and gain work experience.

Thank you for your time and consideration. I look forward to your reply.

Yours sincerely,
Teerapat Kerdpoon
081-204-5978



What it is:

Tells the reader what the email is about.

- ❖ Meeting Request for Monday
- ❖ Homework Submission – Grade 9
- ❖ Application for English Teacher Position
- ❖ School Trip Permission Form

Salutation

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What it is:

The salutation is the greeting at the beginning of the letter. It shows who you are writing to.

How to write:

Write “Dear” followed by the name of the person, then put a comma (,).

Salutation

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Examples:

- Dear Teacher Wut,
- Dear Anna,
- Dear Sir,
- Dear Madam,

Introduction

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What is an Email Introduction?

An email introduction is the first part of the email where you:

- 1 Say why you are writing
- 2 Introduce yourself (if necessary)
- 3 Mention the purpose clearly

It usually comes after the greeting (Dear..., Hello...) and before the main details.

Body

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What is the Email Body?

The email body is the main part of the email where you:

- 1 Give details
- 2 Explain information
- 3 Provide reasons or examples
- 4 Make requests or give updates

Conclusion

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What is the Email Conclusion?

The email conclusion is the final part of the email where you:

- 1 Politely end your message
- 2 Show appreciation
- 3 Express hope for a reply
- 4 Mention the next step

Conclusion

What is the Email Conclusion?

- ❖ I look forward to hearing from you soon.
- ❖ Thank you for your time and consideration.
- ❖ I would be happy to attend an interview at your convenience.
- ❖ I hope to have the opportunity to contribute to your team.
- ❖ I would appreciate the chance to discuss my application further.

Closing

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What it is:

The closing is a polite way to end the letter before your name.

How to write:

Use phrases like:

- Yours sincerely,
- Yours truly,
- With love,
- Best wishes,

Signature

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What it is:

The signature is where you write your name to show who sent the letter.

How to write:

Write your first name or full name under the closing.

ใบความรู้ที่ 1 เรื่อง Job Advertisement
หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations
แผนการจัดการเรียนรู้ที่ 7 เรื่อง Job Application
รายวิชา ภาษาอังกฤษ รหัสวิชา อ23102 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

Name.....No.....Class.....

Job Advertisement

Position: Waiter/Waitress

Location: Smile Cafe, Bangkok

Qualifications:

- Age 18 or above
- Basic English communication skills
- Friendly and responsible

Responsibilities:

- Taking customer orders
- Serving food and drinks
- Cleaning tables and maintaining a tidy environment

Working Hours: 9:00 AM – 6:00 PM (Monday to Saturday)

Salary: 10,000 – 12,000 THB/month (based on experience)

Contact Information: Call 099-888-1234 or Email: smilecafe@gmail.com

ใบความรู้ที่ 1

เรื่อง Job Advertisement



ใบงานที่ 1 เรื่อง Job Application
หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations
แผนการจัดการเรียนรู้ที่ 7 เรื่อง Job Application
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Instructions: Write an email to apply for the Waiter/Waitress position at Smile Cafe, Bangkok using information from the job advertisement.

- **Plan Your Email**
Your email should include:
- **Subject line**
- **Greeting** (e.g., "Dear Sir/Madam")
- **Introduction** (State your name and purpose of writing)
- **Qualifications** (Mention your age, English skills, and personality)
- **Availability** (Mention you can work the stated hours)
- **Closing** (Say thank you and express interest in an interview)
- **Sign-off** (e.g., "Best regards," + your name)

New Message

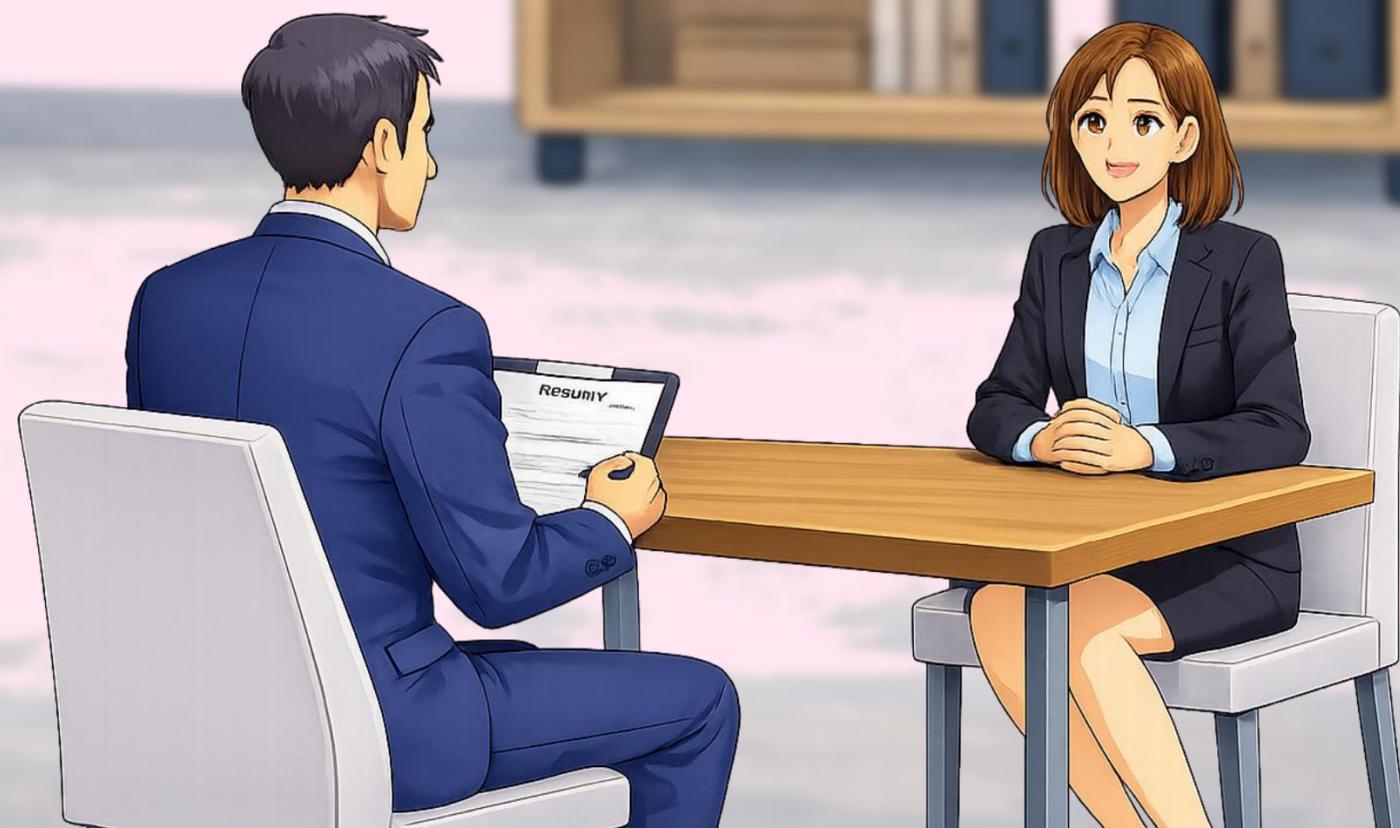
To: _____

Subject: _____

ใบงานที่ 1

เรื่อง Job Application

Instructions: Write an email to apply for the Waiter/Waitress position at Smile Cafe, Bangkok using information from the job advertisement.



บทเรียนครั้งต่อไป

You Should See the Doctor

สามารถดาวน์โหลดได้ที่ www.dltv.ac.th



สิ่งที่ต้องเตรียม

ใบงานที่ 1

เรื่อง You Should See the Doctor

สามารถดาวน์โหลดได้ที่ www.dltv.ac.th

