

Miscellaneous - Write a covering letter for job application.

CLASS OBJECTIVE: To be able to write a letter for job application.

CONCEPT A:

Comment rédiger une lettre de motivation?

- Une structure claire : une présentation en plusieurs paragraphes lisibles
- Concision et pertinence : dans l'idéal, une seule page – concentrez-vous sur l'essentiel et sur les éléments pertinents.
- Ayez confiance en vous : Soyez sûr de vos connaissances et évitez les formulations qui trahissent le doute. Attention à ne pas exagérer non plus.

Mettez-vous en avant et construisez votre lettre de motivation selon le modèle **AIDA** :

A=Attention

Attirez l'attention et surprenez votre destinataire en utilisant des formules comme « Votre entreprise est leader dans ce secteur. C'est donc avec plaisir que je dépose ma candidature. »

I=Intérêt

Présentez-vous à travers quelques-unes de vos qualifications et de vos compétences et éveillez ainsi l'intérêt de l'entreprise.

D=Désir

Dites pourquoi vous devriez occuper ce poste et comment vous pourriez participer au succès de l'entreprise. Répondez au désir de l'employeur d'en savoir plus sur vous.

A=Action

Prenez les choses en main et essayez de convaincre les responsables du personnel d'agir et de vous convier à un entretien grâce à des formules comme « C'est avec plaisir que je vous présenterai mes idées lors d'un entretien. »

CONCEPT B: Formules de politesse pour commencer votre lettre.

1- "A l'attention de..." et non "A l'intention de"

QUESTION 1

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 2

- 1. A leader should be someone who is always right and never wrong.
- 2. A leader should be someone who is always confident and never uncertain.
- 3. A leader should be someone who is always strong and never weak.

QUESTION 3

- 1. A leader should be someone who is always honest and never dishonest.

QUESTION 4

Which of the following is NOT a characteristic of a good leader?

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 5

QUESTION 1

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 2

- 1. A leader should be someone who is always right and never wrong.
- 2. A leader should be someone who is always confident and never uncertain.
- 3. A leader should be someone who is always strong and never weak.

QUESTION 3

- 1. A leader should be someone who is always calm and never angry.

QUESTION 4

Which of the following is NOT a characteristic of a good leader?

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 5

QUESTION 1

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 2

- 1. A leader should be someone who is always right and never wrong.
- 2. A leader should be someone who is always confident and never uncertain.
- 3. A leader should be someone who is always strong and never weak.

QUESTION 3

- 1. A leader should be someone who is always honest and never dishonest.

QUESTION 4

Which of the following is NOT a characteristic of a good leader?

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 5

QUESTION 1

Which of the following is a characteristic of a primary market?

ANSWER

- 1. It is the first market for a product.
- 2. It is the market for the most popular product.
- 3. It is the market for the most expensive product.

QUESTION 2

- 1. It is the market for the most popular product.
- 2. It is the market for the most expensive product.
- 3. It is the market for the most profitable product.

QUESTION 3

- 1. It is the market for the most profitable product.

QUESTION 4

Which of the following is a characteristic of a secondary market?

It is the market for the most popular product.

QUESTION 5

- 1. It is the market for the most popular product.
- 2. It is the market for the most expensive product.
- 3. It is the market for the most profitable product.

QUESTION 6

QUESTION 1

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 2

- 1. A leader should be someone who is always right and never wrong.
- 2. A leader should be someone who is always confident and never uncertain.
- 3. A leader should be someone who is always strong and never weak.

QUESTION 3

- 1. A leader should be someone who is always honest and never dishonest.

QUESTION 4

Which of the following is NOT a characteristic of a good leader?

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 5