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Writing a formal letter to apply for a job.

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Class Objective

To learn how to write formal letters to apply for a job.

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Concept A: Vocabulary related to job application

1. Une entreprise - A company
2. Une société - A company
3. Un poste - A position
4. Une candidature - Application
5. Une annonce - An advertisement
6. Un emploi - A job
7. Chef de ....- Head of / Manager
8. Directeur - Director
9. Un service - Department
10. Secrétaire - Secretary

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Concept A: Vocabulary related to job application

11. Formation - Training
12. Un entretien d'embauche - A job interview

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Concept B: Writing a letter to apply for a job of a sales manager

- In formal lettres you will use formal salutations and closing:
- Sender's adresse and titre is on top left send and recipient titre and adresse on the right hand just above the date
- Date format - place, le + date month
- Salutations - Monsieur / Madame/Monsieur le directeur / Cher Monsieur/Chère Madame
- Closing -

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Concept B: Writing a letter to apply for a job of a sales manager

- Sincèrement (Sincerely),
- Recevez mes sincères salutations (Place receive my sincere regards),
- Veuillez agréer monsieur/ madame, mes meilleures salutations. (Madam, please accept my best regards)
- Veuillez agréer monsieur/madame, mes salutations distinguées. (Madam, please accept my best regards)

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