

HOW TO APPLY FOR A JOB?

Nastavna priprema za učenike koji nastavu pohađaju po prilagođenom ili individualiziranom programu

Učenik će:

- *Napisati strukturiran tekst kraće do srednje dužine koristeći se jezičnim strukturama srednje razine složenosti*

UVOD

If you are looking for a job, there are several steps you have to take:

- 1) Look for adverts published by employers or companies
- 2) Read each advert carefully (pay attention to requirements, expectations, and criteria for employment)
- 3) Write your CV and a job application
- 4) Send via post or email

What is a job application?

It is a formal way of asking for a job. In this document you tell the employer about yourself, your skills, and why you are a good fit for the job. It usually includes your contact details and sometimes your CV (a document with your work experience and education).

Here is one example:

Dear Sir or Madam,

I am writing to apply for the position of waiter at your restaurant. I believe I am a suitable candidate for this role due to my experience and passion for delivering excellent customer service.

I have some work experience in the hospitality industry. During my previous job at Flurry's, I learned how to handle orders and serve customers efficiently. I am particularly interested in working at your restaurant because of its reputation for quality and attention to detail.

At the moment, I am seeking a dynamic role where I can further develop my skills in customer service and teamwork. I am available for an interview at your earliest convenience and would be happy to discuss my qualifications in more detail.

I attach my CV for your review and look forward to the opportunity to contribute to your team.

Thank you for considering my application.

Yours faithfully,

Mark Lindon

GLAVNI DIO

HOW TO WRITE A LETTER OF APPLICATION / A JOB APPLICATION?

1) Match the words and copy the complete phrase! Translate, if needed

Spoji pojmove i onda prepisi potpuni izraz. Ako je potrebno, prevedi!

- | | | |
|----------------------|---------------------|-------|
| 1. Dear | a) faithfully, | _____ |
| 2. A suitable | b) for interview | _____ |
| 3. Apply | c) work experience | _____ |
| 4. I am interested | d) my CV | _____ |
| 5. At the | e) candidate | _____ |
| 6. I attach | f) Sir or Madam, | _____ |
| 7. I am available | g) hearing from you | _____ |
| 8. Have | h) for a job | _____ |
| 9. I look forward to | i) moment | _____ |
| 10. Yours | j) in | _____ |

1) USE THE PHRASES FROM TASK 1 TO COMPLETE A JOB APPLICATION!

Iskoristi pojmove iz 1.zadatka kako bi nadopunio molbu za posao.

Dear _____,

I am writing to _____ the position of photographer in your company. I believe I am a _____ for this role because I am creative and enjoy taking pictures. I have some _____ as a photographer. I _____ my CV for your information. As you will see, last year I worked part-time at a local photo studio where I learned about editing and taking photos for events.

I am very _____ working for your company because I admire your style of photography. At the _____, I am improving my skills and learning more about photo editing.

I am _____ interview at any time, and I would be happy to show you my portfolio.

I look _____

Yours _____,

2) HOW TO ORGANISE A JOB APPLICATION

Look at both examples of a job application and set up the structure (decide which information goes first). Write numbers 1-5 next to parts of the application.

Pogledaj obje molbe i odluči kako poredati dijelove molbe za posao. Pokraj svakog dijela napiši broj od 1 do 5.

	Reasons for writing
	Work experience and qualities
	Dear Sir or Madam,
	Yours faithfully,
	Expressing interest and current occupation

ZAVRŠNI DIO

3) APPLY FOR A JOB!




Use the example in the previous task! Write your job application in your notebook or here. You have to have at least 80 words! *Pročitaj oglas i samostalno napiši cijelu prijavu koristeći se danim primjerima i traženim vokabularom. Moraš imati minimalno 80 riječi*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.




Summer Job Opportunity for Teens!

Are you 16 years old and love photography? Our local photo studio is looking for a creative and enthusiastic person to join us this summer!




What you'll do:

-  *Help with photo shoots*
-  *Assist in editing photos*
-  *Greet customers and organize equipment*


What we're looking for:

-  *A friendly attitude*
-  *Interest in photography*
-  *Willingness to learn*

What we offer:

-  *Hands-on experience in a professional studio*
-  *Fun and supportive team*
-  *Flexible working hours*

No experience? No problem! We'll teach you everything you need to know.

 *Interested? Send us a short email about why you'd love to work with us!*

Apply now and make this summer unforgettable!