

# What is the job

## Speaker Liaison

### What you will do

- Talk to groups of people
- Work with people
- Do jobs
- Keep on time
- Cope with change

### Think about the job

Tick what you are good at



Talking to groups of people



Working with people



Doing jobs



Being on time



Coping with change

### Do you want to do this job?

- Yes — Write to your teacher
- No — Look at another job



# How to write a covering letter

Example of a letter:

Dear \_\_\_\_\_ ,

My name is \_\_\_\_\_ .

I want to apply for the role of \_\_\_\_\_

I am good at:

- Talking to groups of people
- Working with people
- Doing jobs
- Being on time
- Coping with change

Thank you for considering me for this job.

Yours sincerely,

\_\_\_\_\_

1. Write your teacher's name

2. Write your name

3. Write the job you want to do

4. Tick what you are good at

5. Write your name

Now write **your** covering letter on the next page.

Then give it to \_\_\_\_\_



# Covering letter

Dear \_\_\_\_\_ ,

My name is \_\_\_\_\_ .

I want to apply for the role of \_\_\_\_\_  
\_\_\_\_\_ .

I am good at:

Talking to groups of people

Working with people

Doing jobs

Being on time

Coping with change

Thank you for considering me for this job.

Yours sincerely,

\_\_\_\_\_



# My work plan

Make a plan with \_\_\_\_\_ (name of teacher or peer)

My jobs:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I will work with:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

