

What is the job

Master of Ceremony

What you will do



Talk to the audience



Work with people



Keep on time

Think about the job

Tick what you are good at



Talk to the audience



Work with people



Keep on time

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
- Keeping on time

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

Keeping on time

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:

- _____
- _____
- _____

