

## CAE WRITING TASK

A restaurant in your region is to open shortly and the owner has placed the following advertisement in your local newspaper:

### RESTAURANT STAFF NEEDED...

...For a busy restaurant located in the main tourist area of this region. We have a number of vacancies available, including:

**Junior Chef**

**Waiter/Waitress**

**Restaurant Manager**

Hours of work: 6 - 12pm, Mondays to Saturdays.

Please send us a letter explaining which post you are interested in and why we should consider you for the job. Interviews will be held a week after the closing date.

Write the **letter of application**. (Around 220-260 words).

### Ideas for writing

Ask yourself the following questions to help you get started:

- Which job are you going to apply for? Make a list of the skills, experience and personal qualities that would be needed for the post.  
*e.g. chef - good at cooking(!), experience of working in a kitchen, lots of stamina, cool under pressure...*
- What evidence are you going to use to show that you can do the job and that you have the right personality?  
*'I gained valuable experience of working in a restaurant when...'*
- How are you going to organise your letter? Try not to write more than four paragraphs.
- What time of day are you available to attend an interview? List some options in the final part of your letter.

### Drafting and proofreading your work

You should look at your first draft of the task and decide:

- Have you answered the question?
- Is the layout and organisation appropriate?
- Is the language accurate with a good range of structures?
- Is the style appropriate and consistent?
- Will it have a positive effect on the reader?

If the answer is 'no' to any of these questions then you will need to do some more drafting!