

# III° Medio Inglés

---

Semana del 18 al 22 de Mayo.

Páginas 26, 27 y 28

Link del libro digital: [https://curriculumnacional.mineduc.cl/614/articles-145471\\_recurso\\_pdf.pdf](https://curriculumnacional.mineduc.cl/614/articles-145471_recurso_pdf.pdf)

## Key Word (Palabras Claves)

---

Busca el significado de estas palabras y escríbelas en tu cuaderno para que puedas entender de mejor manera el texto que vas a leer.

Te dejo este link de un diccionario en línea: <https://dictionary.cambridge.org/es/diccionario/ingles/>

- Accomplishments
- Groundwork
- Lengh
- Font
- Heading
- Complementary close

## How to write a job application letter. Cómo escribir una carta de solicitud de empleo

### a. Tips for Writing a Job Application Letter

A job application letter should be sent or uploaded with your resume when applying for jobs. It offers a history of your work experience and an outline of your skills and accomplishments. It explains why you are qualified for the position and should be selected for an interview.

Writing this letter can seem like a challenging task. However, if you take it one step at a time, you'll soon be an expert at writing application letters to send with your resume.

### b. How to Get Started

Before writing your job application letter, do some groundwork. Consider what information you want to include, highlighting your most relevant skills, experiences, and abilities. The biggest clues are in the job advertisement, so spend some time studying it. Next, match your qualifications with what the employer wants and needs. For instance, if the job ad calls for a strong leader, think of examples of you leading a team. Once you already have some notes, and have a sense of what you want to highlight in your letter, you're ready to start writing.

Page 26 y 27 – continuación del texto

# How to write a job application letter

---

## c. Writing Guidelines for Job Application Letters

**Length:** It should be no more than one page long.

**Format and Page Margins:** It should be single-spaced with a space between each paragraph. Use about 2,5 cm” margins and align your text to the left, which is the standard for most documents.

**Font:** Use a traditional font such as Times New Roman, Arial, or Calibri. The font size should be between 10 and 12 points.

Page 26 y 27 – continuación del texto

# How to write a job application letter

## d. What to Include in Each Section of the Letter

**Heading:** It should begin with your contact information (name, address, postcode, phone number, email) followed by the date, and then the same, but with your employer's information. If this is an email rather than an actual letter, include your contact information at the end of the letter, after your signature.

**Salutation:** This is your polite greeting. The most common salutation is "Dear Mr./Ms." followed by the person's last name.

**Body of the letter:** Think of this section as being three distinct parts.

In the first paragraph, you'll want to mention the job you are applying for and where you saw the job listing.

The next paragraph(s) is where you'll share relevant details on your experience and accomplishments.

The third and last part of the body of the letter will be your thank you to the employer; you can also offer follow-up information.

**Complimentary Close:** Sign off your email with a polite close, such as "Best" or "Sincerely," followed by your name.

**Signature:** End with your signature, handwritten, followed by your typed name. If this is an email, simply include your typed name, followed by your contact information.

Page 26 y 27 –fin del texto

# How to write a job application letter

---

## e. Tips for Writing an Effective Letter

**Sell yourself.** Throughout the letter, focus on how you would benefit the company. Provide specific examples of times when you demonstrated skills or abilities that would be useful for the job, especially those listed in the job posting or description.

**Use keywords.** Reread the job listing, circling any keywords. Try to include some of those words in your letter.

**Keep it brief.** Keep your letter under a page long, with no more than about four paragraphs.

**Edit, edit, edit** Proofread for any grammar or spelling errors.

## Your Analysis / (Tu Análisis)

---

1. Find the following information in the informative text and write it in your notebook.  
Encuentra la siguiente información en el texto informativo y escribe en tu cuaderno.
  - a. Length of the application letter.
  - b. Format of the application letter
  - c. Margins of the application letter
  - d. Size and type of font

## Your Analysis / (Tu Análisis)

Copy and answer in your notebook. Copia y responde en tu cuaderno

---

2. According to the text. De acuerdo al texto:
  - a. What kind of information must be highlighted in an application letter?. ¿Que tipo de información debe destacada en la carta de solicitud de trabajo?
  - b. What other documents should be attached to the application letter?. ¿Qué otros documentos deben adjuntarse a la carta de solicitud de trabajo?
  - b. What should be the tone of the complimentary close?. ¿Cuál debe ser el tono del cierre de cortesía?
  - d. When are you ready to write your application letter?. ¿Cuándo estas listo para escribir tu carta de solicitud de trabajo?



Put this sections in the correct order and write this application letter in your notebook.  
Coloca estas secciones en el orden correcto y escriba esta carta de solicitud de empleo en su cuaderno.

**Sandra Gilmore**  
Los Jardines 2387  
Ñuñoa

Personal attributes that I believe make me suitable for this position include:

- Motivation: Volunteer participation and school results demonstrate high motivation.
- Customer service: Assisting with the sale of products at community events has allowed me to develop customer service skills.
- Communication: Acting in drama performances and working as an MC for school events has allowed the development of communication skills.

**John Alvarado**  
Av. Santiago 3654, San Bernardo  
[john.alvarado@emailexample.com](mailto:john.alvarado@emailexample.com)

January 29, 2020

Dear Mrs. Gilmore,  
I am writing to apply for the sales assistant position advertised on the web page of the company.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

Thank you for your time and consideration.

Sincerely,



As a student, I have been enthusiastically involved as one of the representatives of the students in my school community, which has allowed me to develop strong interpersonal skills as well as management and organization skills.

Si tienes dudas o consultas escríbeme a este mail:

[profesoraritaniagallardo@gmail.com](mailto:profesoraritaniagallardo@gmail.com)

- 
- En el Asunto del mail indica la siguiente información en

este orden:

- Curso
- Nombre y Apellido
- Indicar semana a la que corresponde la consulta

**Ejemplo: 8ºD – Juan Pérez - 18 al 22 de mayo**

*stay home  
stay safe  
save lives*

