



**Task Title: Write an Email to Apply for a Job**

OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** The learner will use their understanding of the parts of an email to write an appropriate email to apply for a job.

**Main Competency/Task Group/Level Indicator**

- Find and Use Information/Read continuous text/A1.2
- Communicate ideas and information/Write continuous text/B2.2

**Materials Required:**

- Pen/pencil and paper
- Computer or digital device

Task Title: WriteEmailToApplyForAJob\_E\_A1.2\_B2.2

## Learner Information

When applying for jobs, many companies request emails to be submitted. Sending an email that is appropriate to the task is important.

Scan “Write an Email to Apply for a Job”.

## Write an Email to Apply for a Job

Writing an Email to apply for a job should follow specific rules. Remember this is a formal situation and email recipients should be treated with respect. You are presenting yourself to a prospective employer and this will be considered a first impression. Follow the instructions that you have been given by the employer to submit a resume through email. Don't assume anything! These email guidelines apply to any type of business email you are sending.

There are several parts to an email and they include: email address, subject line, salutations and names, content, signature, sending and naming attachments, and proofreading.

- **Email Address** - It should be your full name as a part of your email address. Example: firstname.lastname@gmail.com
- **Subject Line** - Clear and relevant to the message in the email

Relevant	Not Relevant
Follow up to Training February 10th	For your consideration
JPrice Resume, Administration Clerk Position	Leaving the subject line blank

- **Salutations** - The type of salutation will depend on the information you have regarding the email recipient.

Recipient's Name and Gender are Known	Recipient's Name and Gender are Unknown
Dear Mr. Price – Male Dear Ms. Price – Female	To Whom It May Concern Dear Human Resource Manager Dear Hiring Manager

- **Content**

Do	Don't
Clear, concise and to the point - respect the email recipient's time. Avoid jargon. Long emails tend to be ignored	Don't use fonts that are difficult to read Avoid the use of colour and bolding
Reason for writing - state that you are applying for a job or the appropriate subject	Don't use all capitals - it is the same as shouting
Correct grammar, spelling and punctuation	Don't use text speak - LOL is unacceptable

## Task Title: WriteEmailToApplyForAJob\_E\_A1.2\_B2.2

- **Signature** – The email should always end with *Thank you, Sincerely or Regards* followed by your name. Also include your contact information and email address.
- **Sending Attachments** - send attachments only if invited to do so. For example, if an ad specifically says to send your resume and cover letter.
- **Naming Attachments** - The name must be relevant to the subject of the email - JPriceResume.doc. Don't use MyResume.doc
- **Proofread** - Always proofread your email before sending. Proofreading will ensure that you pick up any mistakes such as spelling, grammar, or punctuation.

### Sample Email

Dear Mr. Reed,

Please accept my resume for the position of Administration Clerk as per the posted advertisement.

You will find that my skills match those outlined in the advertisement. I am proficient in word processing, spreadsheets and some bookkeeping experience. I have worked in a very dynamic environment and adapt well to changing situations.

If you find that this meets your needs, please contact me at your earliest convenience.

Sincerely,

First name Last name

Firstname.lastname@gmail.com

555-555-5555

## Work Sheet

**Task 1: List three parts of an email.**

Answer:

---

**Task 2: Why is it important to always proofread your email?**

Answer:

---

**Task 3: Select the relevant subject lines for an email from the list below.**

- a) Meeting
  - b) Resume Workshop Invitation – March 10<sup>th</sup>
  - c) For Your Information
  - d) JRallyResume.doc
- 

**Task 4: Write a draft email to ABC Company to ask if there are any positions available in bookkeeping. You do not know the name of the person to address the email to. Explain the skills that you have which are relevant to bookkeeping. Ask for a reply. Show a copy of your email to your instructor.**

Answer:

---

## Answers

### **Task 1: List three parts of an email?**

Answer: Any three of the following: Email address, subject line, salutations, content, signature, attachments, proofread

### **Task 2: Why is it important to always proofread your email?**

Answer: To find any mistakes and make sure spelling, grammar and punctuation are correct.

### **Task 3: Highlight the relevant subject lines for an email from the list below:**

- a) Meeting
- b) Resume Workshop Invitation – March 10<sup>th</sup>
- c) For Your Information
- d) JRallyResume.doc

### **Task 4: Write a draft email to ABC Company to ask if there are any positions available in bookkeeping. You do not know the name of the person to address the email to. Explain the skills that you have which are relevant to bookkeeping. Ask for a reply. Show a copy of your email to your instructor.**

Answer: Answers will vary. An example is:

To Whom It May Concern:

I am writing to enquire if there are any openings in a bookkeeping position at the ABC Company.

My skills include working with several types of bookkeeping software, and assisting in developing budgets for both large and small organizations. I have 10 years' experience in the field of bookkeeping.

I would like to request that you respond to this email whether there is a job opening or not at your earliest convenience.

Sincerely,

My name

myname@gmail.com

555-555-5555

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	makes connections between sentences and between paragraphs in a single text			
	follows the main events of descriptive, narrative and informational texts			
B2.2	writes texts to explain and describe			
	conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			

Task Title: WriteEmailToApplyForAJob\_E\_A1.2\_B2.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	connects ideas using paragraph structure			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			
	begins to organize writing to communicate effectively			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

---

Learner (print):

---