OALCF Task Cover Sheet

Task Title: Write an Email to Apply for a Job

Learner Name:
Date Started: **Date Completed:**   **Successful Completion:**   Yes___   No___
Goal Path: Employment✓   Apprenticeship___   Secondary School___   Post Secondary___   Independence___
Task Description: Understand the parts of an email and write an appropriate email for a position within a company.

Competency:	**Task Group(s):**
A: Find and Use Information	A1: Read continuous text
B: Communicate Ideas and Information	A2: Interpret documents
D: Digital Technology	B2: Write continuous text
	D1: Digital Technology

Level Indicators:
A1.2:   Read texts to locate and connect ideas and information
A2.1:   Interpret very simple documents to locate specific details
B2.2:   Write texts to explain and describe information and ideas
D.2:   Perform well-defined, multi-step digital tasks
Performance Descriptors: see chart on last page
Materials Required: • Pen and paper   • Computer with access to email and a printer

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Learner Instructions and Task

When applying for jobs, many companies now request that resumes be submitted either online or through email. Sending an email that is appropriate to the task is important. In this task set you will learn to identify the correct business format of an email and write an email to apply for a position at a company.

Read the attached document **Write an Email to Apply for a Job**

Task 1: What are three parts of an email?

Task 2: Why would you use Ms. to address a female in an email?

Task 3: Explain why it is important to always proofread your email.

Task 4: Highlight the relevant subject lines for an email from the list below:

a) Meeting
b) Resume Workshop Invitation - March 10th
c) For your information
d) JRallyResume.doc

Task 5: Write an 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. Use your email program and print out a copy for the instructor.

If you need more information on what a bookkeeper does go to this website: http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/ProfileKeyword.aspx?val=1&val1=1311&val11=bookkeeper&val12=0&val13=0&val14=&val15=0&val16=0

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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 alias or user name, subject line, salutations and names, content, signature, sending and naming attachments, and proofreading.

Email Alias or User Name - It should be your full name as a part of your email address. Example: joeprice@gmail.com or jprice@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 and Names - The type of salutation will depend on the information you have regarding the email recipient and whether the email is addressed to a man or woman

Recipients Name is Known	Recipients Name is Unknown
Dear Mr. Price - Male	Dear Sir or Madam - both should be used
Dear Ms. Price - Female - Using Ms. is standard business practice. Never use Miss or Mrs. in a business communication	Dear Human Resource Manager
Dear Dr. Price - regardless of the gender of the person	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

Signature - It should always end with *Thank you, Sincerely or Regards* followed by your name and 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,
>
> Joe Price
>
> jprice@gmail.com
>
> 705-555-9898

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Answer Key

Task 1:   What are three parts of an email?

email alias/user name, subject line, salutations and names, content, signature, sending and naming attachments, and proofreading (any three of these)

Task 2:   Why would you use Ms. to address a female in an email?

Using Ms. is standard business practice.

Task 3:   Explain why it is important to always proofread your email.

To spot any mistakes. Make sure the spelling, grammar and punctuation are correct.

Task 4:   Highlight the relevant subject lines for an email

        a)   Meeting
        b)   Resume Workshop Invitation - March 10th
        c)   For your information
        d)   JRallyResume.doc

Task 5:   Write an 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. Use your email program and print out a copy for the instructor.

Dear Sir or Madam

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

My skills include working with several types of bookkeeping software, 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,

Anybodies name,

anybodies@gmail.com

555-989-9709

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	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			
A2.1	• scans to locate specific details			
	• interprets brief text and common symbols			
	• locates specific details in simple documents, such as labels and signs			
	• identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
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)			
	• 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			
D.2	• selects and follows appropriate steps to complete tasks			

	• locates and recognizes functions and commands			
	• makes low-level inferences to interpret icons and text			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____
Instructor (print)   **Learner Signature**