

Applying for a job

This task is about leaving a voicemail and writing a letter for a job.

Here's some information from a supermarket noticeboard:

WANTED
Young person to deliver pamphlets.
Must be reliable, honest and
enthusiastic.
If this sounds like you,
leave a phone message at 555-2618
then write to Elisaia,
Pamphlet delivery,
PO Box 317, Wellington.

Prepare a message to leave on the company's voicemail showing your interest and giving your contact details.

Write your message here.

Write a letter to send to the company, saying why you are the best person for the job. Also provide a reason why you need work.

Dear Elisaia ...

A large, empty rectangular box with a thin black border, intended for the student to write their letter. It occupies most of the page's width and a significant portion of its height.

Published on <https://newzealandcurriculum.tahurangi.education.govt.nz>