**OALCF Task Cover Sheet**

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

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

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

**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:

1. Meeting
2. Resume Workshop Invitation - March 10th
3. For your information
4. 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>

**Task Title:** 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 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

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

**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

1. Meeting
2. **Resume Workshop Invitation - March 10th**
3. For your information
4. **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**](mailto:anybodies@gmail.com)

**555-989-9709**

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

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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\_\_\_

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| Learner Comments |
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#### Instructor (print) Learner Signature