

Writing skills practice: Summer jobs – writing practice

You are a university student and you're looking for a summer job. Read the advert and then write an email to apply for a job. Think about these things:

Paragraph 1: *Introduce yourself. What do you do? Why are you writing this email?*

Paragraph 2: *Write about your skills. What are you studying? What can you teach? What are your hobbies?*

Paragraph 3: *When can you work?*

Active Summer activity courses

We are looking for university students to work with children on our activity courses in July and August this summer.

We need instructors for the following activities:

swimming, football, tennis, drama, art, music, photography

Courses are:

Course 1: July 1st – 15th

Course 2: July 16th – 31st

Course 3: August 1st – 15th

Course 4: August 16th – 31st

For more information, email Mr Smith at jobs@activesummer.co.uk
Please tell us which courses you would like to teach.



The screenshot shows an email composition window titled "New Message". At the top, there is a status bar with a signal strength indicator, the time "13:24", and a battery icon. Below the status bar, there are "Cancel" and "Send" buttons. The "To:" field contains the email address "jobs@activesummer.co.uk". The "Subject:" field contains the text "Active Summer activity courses". The main body of the email is a large text area with horizontal dotted lines for writing.