

What is the job

Event Promotion

What you will do

- Talk to people
- Work with people
- Make a poster
- Make a flyer
- Hang up the flyer
- Give out the flyer

Think about the job

Tick what you are good at



Talking to people



Working with people



Doing jobs



Being on time



Writing



Drawing

Do you want to do this job?

- Yes — Write to your teacher
- No — Look at another job



How to write a covering letter

Example of a letter:

Dear _____ ,

My name is _____ .

I want to apply for the role of _____

I am good at:

- Talking to groups of people
- Working with people
- Doing jobs
- Writing
- Being on time

Thank you for considering me for this job.

Yours sincerely,

1. Write your teacher's name

2. Write your name

3. Write the job you want to do

4. Tick what you are good at

5. Write your name

Now write **your** covering letter on the next page.

Then give it to _____



Covering letter

Dear _____ ,

My name is _____ .

I want to apply for the role of _____
_____ .

I am good at:

- Talking to people
- Working with people
- Doing jobs
- Being on time
- Writing
- Drawing

Thank you for considering me for this job.

Yours sincerely,



My work plan

Make the promotion plan with _____ (name of teacher or peer)

My jobs:

- _____
- _____
- _____
- _____
- _____

I will work with:

- _____
- _____
- _____

