

Jobs mini-presentations

New Cutting Edge Intermediate Module 5

Choose one of the jobs below and give a one or two minute presentation saying why they should give you that job (you can make up as much as you like). One other person in your group will then do a similar presentation for the same job, and the other person or people will choose which person will be employed.

PA	Solicitor
Barrister	Receptionist
Shop assistant	Bouncer
Nanny	Au pair
Babysitter	Office worker
GP	Masseur
Midwife	Newsreader
Cameraman	Photographer
MP/ senator	Vet
Kitchen hand	Cycle courier
Bell boy/ porter	Chambermaid
Estate agent (= Real estate agent = Realtor)	
Psychologist	Psychiatrist
Private detective	Care worker
Television presenter	Thatcher
Busker/ street performer	Fishmonger
Priest	Data entry clerk
Caretaker (= Janitor)	

What information could you include in such a presentation?

Which of that information would you include in a written job application?

Which of that information would go in your CV (= curriculum vitae = résumé), and which would go in the cover letter (= job application letter)?

Check the example cover letter on page 56. Which information does it have in it? Do you think it is a good example of a typical cover letter?