

National 5 German – Job Application

You are preparing an application for the job advertised below and you write an e-mail in German to the company.

“German Adventures” (Berlin)
**Ein Unternehmen, das Touren durch Berlin und seine
Hauptattraktionen anbietet.**

Wir suchen jemanden, der mit Menschen arbeiten kann. Man muss mindestens Englisch und Deutsch sprechen und Kenntnisse in anderen Sprachen wären ebenfalls hilfreich. Wir suchen jemanden, der hilfsbereit, freundlich und bereit ist, etwas über die deutsche Hauptstadt zu lernen.

To help you to write your e-mail, you have been given the following checklist of information to give about yourself and to ask about the job.

You must include all of these points:

- Personal details (name, age, where you live)
- School/college/education experience until now
- Skills/interests you have which make you right for the job
- Related work experience
- When are you available to work and when will you be available for an interview
- Your level of languages spoken

Use all of the above to help you write the e-mail in German. The e-mail should be approximately 120–150 words. You may use a German dictionary.

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