

ESOL | Level 1 Letter | Planning Activity | Applying For A Job

Manager wanted

The Hexford Rooms is a popular music venue. We put on live music shows and other events for a range of people. We need a new manager.

Adults and teenagers enjoy our live music nights, featuring both local and well-known bands. We also offer daytime music lessons for children and a singing club for older people. The venue is open seven days a week.

We need a hard-working, reliable person to manage our members of staff and be responsible for our shows and events.

Duties include:

- working closely with staff
- speaking to customers and bands
- making sure everyone follows safety rules
- dealing with problems or complaints
- handling payments.

You must enjoy working with people of all ages, be reliable and make sure that everyone in the venue is safe at all times.

Send your letter of application to:

Mrs Jones, The Hexford Rooms, Hexford HX15 9QT

Write a letter to apply for the job at The Hexford Rooms.

In your letter you must describe your skills and experience, say why you want to work at the venue and why you think you are the right person for the job.

You must use at least **one** complex sentence in your letter.

Plan your letter here:

Ensure:

- Your plan uses a recognisable format, e.g. spider diagrams, list, flow chart, drafting.
- The content of your plan is relevant to the task.

