

Unit 1

Letter of Congratulations

Part I Get Started

1 Unit Objectives

- ★ To be familiar with the format, style and tone of a letter of congratulations.
- ★ To be able to write a sincere, natural and warm letter of congratulations.

2 Lead-in

祝贺信，又称贺信，广泛用于人们生活和商务活动中表达庆贺和赞誉的书信。祝贺信要写得精炼，篇幅不宜过长；庆贺要诚恳、真切；赞誉要实事求是、恰如其分。

Question to Work Out

What are the purposes of writing a letter of congratulations? Please tick.

- A. To congratulate somebody on getting a new job or promotion. []
- B. To congratulate somebody on his or her engagement. []
- C. To congratulate somebody on his or her retirement. []
- D. To congratulate somebody on getting married. []
- E. To congratulate somebody on the opening of a new business. []
- F. To congratulate somebody on winning an award or receiving a scholarship. []

Part II Read and Analyze

1 Sample Study

Sample 1 Congratulations on Marriage

Dear Sophie and Luke,	←Salutation
Please accept my warmest congratulations on your marriage. I was delighted to receive the announcement.	←Stating directly the reason for congratulations
I can imagine how happy you are at the moment. As a small token of my best wishes, I am sending you today a present by separate mail, which I hope you will like.	←Expressing sincere wish
Again, my congratulations. I sincerely wish you a happy marriage and a happy life!	←Closing words
Yours sincerely,	←Complimentary close
<i>Elizabeth</i>	←Signature
Elizabeth	←Printed name

Task 1 Each of the following two paragraphs contains a salutation, a body (three paragraphs), a complimentary close, and writer's name and position. Reorganize them into appropriate letters of congratulations.

1. Dear Mr. Watson, congratulations on your promotion to Sales Manager at Blumenschein, Inc.! We have always appreciated your hard work and dedication to your job and to the relationship between our two companies. Your performance and commitment play a large part in our continuing business partnership. We are very pleased at your success and we are sure that Blumenschein, Inc. has made the best possible choice in their new Sales Manager. Please accept my heartiest congratulations on your well-deserved success. Yours sincerely, Lee Wen (Ms.), Vice President
2. Dear Ms. Gauda, I would like to congratulate you on your fifteenth anniversary with Exotic Textiles. Thank you, on behalf of the entire company, for your hard work and

dedication over these fifteen years! We know that our superior staff is the reason we are able to thrive. We are so appreciative of your contributions—we would not enjoy the success without professionals like you. It is you and your colleagues who make Exotic Textiles great. We hope that you will remain with us for many years to come. Congratulations on this anniversary and best wishes for your continued success. Yours truly, Bill Williams, President

Sample 2 Congratulations on Winning an Award

Dear Professor Pease,

I am very delighted to learn that you have won the American Studies Association's most important award for 2014—The Carl Bode-Norman Holmes Pearson Prize. Please accept my heartiest congratulations for your great achievement. Actually your selfless dedication and devotion to the field of American Studies have earned you this deserving recognition.

I also take this opportunity to congratulate you on behalf of all IASA members for this important achievement.

All the best,

George Mariani

George Mariani

IASA President

Task 2 Choose the best answer.

1. What is the purpose of this letter?
 - A. To congratulate the prize winner.
 - B. To make an announcement.
 - C. To introduce a prize.
2. This letter is written to _____.
 - A. Mr. Mariani
 - B. IASA members
 - C. Professor Pease
3. Which of the following shows the language style of this letter?
 - A. Formal.

- B. Informal.
- C. Colloquial.

Sample 3 Congratulations on Getting a Degree

Dear Miss Young,

On behalf of everyone here at ABC Travel Agency, I would like to congratulate you on your MBA.

I must say I am not surprised you have done so well. During your first year as an employee with us, I noted how bright you were and how you had a very quick mind for business. If you put those qualities together with your strong work ethic, your commitment to quality customer service, and your ability to work with and inspire others, it is obvious that you have a great future ahead of you.

I have passed on your best wishes to the staff. They all say they miss you and hope you will drop in sometimes. Once again, congratulations on your success, and I wish you all the best in your future career whatever it may be.

Best regards,

Richard Lim

Richard Lim

Manager

Task 3 Answer the following questions.

1. Why does Mr. Lim write this letter?

2. What is the relationship between Miss Young and Mr. Lim?

3. What does Mr. Lim think of Miss Young?

Task 4 Find the phrases in this sample that have similar meanings to the following expressions. The first one has been done for you.

1. intelligent and clever: bright

2. hard work and diligence: _____

3. good teamwork and communication: _____
4. first-class service to the customer: _____
5. a talent for business: _____

2

Useful Expressions**1. To Begin a Letter of Congratulations**

- 1) Heartfelt congratulations on...
衷心祝贺……
- 2) Congratulations! All of us feel proud of your remarkable achievements!
祝贺你取得的显著成绩，对此我们大家深感自豪。
- 3) I am so happy to hear that...
我非常高兴地得知……
- 4) I write to congratulate you upon...
我写信祝贺你……
- 5) I offer you my warmest congratulations on your...
我对你的……表示最热烈的祝贺。

2. To End a Letter of Congratulations

- 1) I wish you still further success!
祝你取得更大的成功!
- 2) Please accept our sincerest congratulations and best wishes for all the good future.
请接受我们最真诚的祝贺和对美好未来的祝愿。
- 3) Congratulations to you on being awarded the prize/getting the scholarship.
祝贺你获得这项大奖/奖学金。
- 4) May lasting happiness and joy be yours/with you forever.
祝你幸福永远，快乐无限。
- 5) I take pride in your achievements and would like to avail myself of this opportunity to extend my best wishes for your success.
对你取得的成就我深感骄傲，并借此机会对你的成功表达最美好的祝愿。

3

Writing Tips

1. Write and send a letter of congratulations immediately after an occasion/event has taken place.

2. Be sincere while writing a letter of congratulations.
3. Write your letter of congratulations with the reason for congratulations directly.
4. Use words of praise and joy, but do not overdo it, unless it is a personal letter.
5. Keep it short, sweet and simple.
6. Use appropriate salutations and greetings.

Part III Practice Makes Perfect

1 Warm-up Activities

Task 1 Match.

1. 入选名单	A. heartiest
2. 顺便拜访	B. overdue
3. 最真诚的	C. objective
4. 认可	D. promoter
5. 早该有的	E. drop in
6. 提名	F. prize
7. 提倡者	G. nomination
8. 客观的	H. shortlist
9. 奖	I. recognize

Task 2 Fill the blanks in the following letter of congratulations with the expressions below.

- A. Reason for the congratulations
- B. Salutation
- C. Praise to the recipient, and comments on the event
- D. Wishes
- E. Signature
- F. Complimentary close

Dear Mavis, → 1.

2.

Please accept my heartiest congratulations on your recent selection for inclusion on the shortlist for the NY City Writers Prize.

I just heard the news today from Francis Goodspeed when he dropped into my office with the marked up proofs for his latest collection of stories. As you can imagine, Francis was very excited too!

I am so proud of you. As you know, I have been a longtime promoter of your work, and in my mind it's about time they finally recognized your talent. In fact, I believe that your selection for the NYCWP shortlist is long overdue. → 3.

I have already read two of the other books that are shortlisted and in my opinion they don't hold a candle to your *No Turning Back*. I will read the other three books nominated and let you know what I think, although I could hardly be considered an objective reviewer on this one.

Once again Mavis, my sincere congratulations on your nomination. Just being nominated for the NYCWP is an honor in itself. I will be keeping my fingers crossed for you until they announce the winner on March 1. → 4.

Best wishes, → 5.

Brad Merchant → 6.

Brad Merchant

2

Writing Practice

Scenario 1

George, the boss, couldn't be present at a meeting with an important client Mr. Li. He asked Roy to make a presentation instead. Roy's performance was very excellent. Mr. Li called George to praise the wonderful performance of Roy. Write a letter of congratulations to Roy for George.

Stage 1 Identify the Task

Write a letter of congratulations.

Stage 2 Layout

- ★ *salutation*—Dear Roy
- ★ *complimentary close*—Best regards
- ★ *signature/name*—George

Stage 3 Identify Relevant Information

- ★ Hearty congratulations!
- ★ But you did a great job.
- ★ Mr. Li was extremely impressed and was ready to close the deal there and then.
- ★ I could not make it to the conference as I was out of town.
- ★ I'm proud of you, but I'm not rather surprised, because you have always been at your best when it comes to pitching products to clients.
- ★ I heard about your mind-blowing presentation on behalf of the company yesterday evening from Mr. Li.
- ★ That's brilliant, I must say.
- ★ Mr. Li personally called and told me about your wonderful performance.
- ★ I assure you—it has not gone unnoticed.
- ★ Once again, congratulations and keep up the good work!

Stage 4 Group/Order Relevant Information

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Stage 5 Write the Letter of Congratulations
Stage 6 Check Your Work

1. Have you completed the task? []
2. Is it to the correct person? []
3. Have you included all relevant information? []
4. Have you grouped/ordered information in the best way? []
5. Is the language appropriate for a letter of congratulations? []
6. Have you checked the spelling, grammar and punctuation? []

Scenario 2

You have just come to know from today's morning newspaper that your dearest friend, Tom, has received the George Washington Award for 2014. Send a letter of congratulations to Tom to appreciate his contributions to English literature.

Stage 1 Identify the Task

Write a letter of congratulations.

Stage 2 Layout

- ★ *salutation*—Dear Tom
- ★ *complimentary close*—Yours
- ★ *signature/name*—Shiela

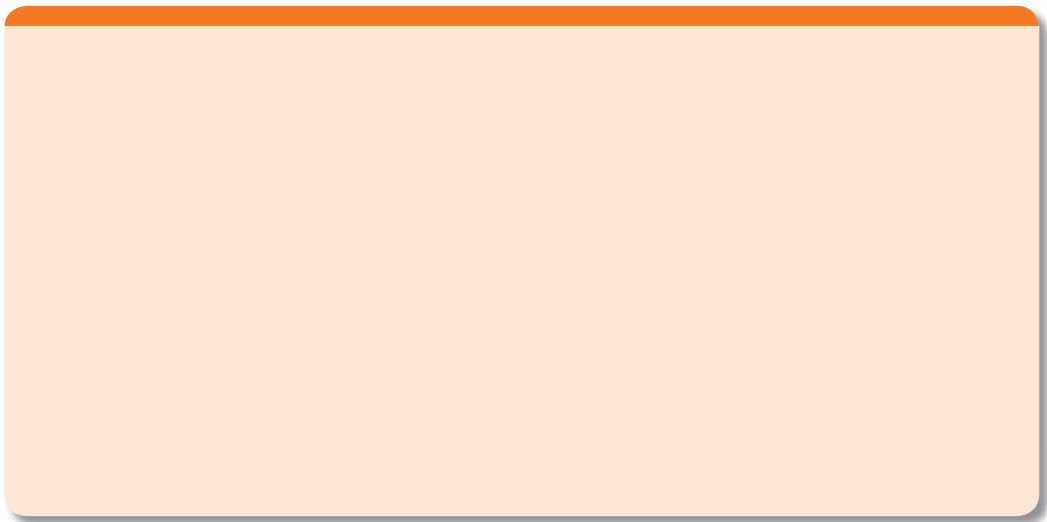
Stage 3 Identify Relevant Information

- ★ You have won the George Washington Award for 2014, one of the most coveted prizes for men of literature in our country.
- ★ I join with your friends and admirers in offering you my heartiest congratulations.
- ★ May your unremitting endeavor in the service of English literature go on with undiminished vigor!
- ★ I have read with great delight your name published in today's morning newspaper.
- ★ Your untiring hard work, dedicated perseverance, and devotion and immense service to English literature have won you this honor.
- ★ My sincerest wishes are with you.

Stage 4 Group/Order Relevant Information

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Stage 5 Write the Letter of Congratulations



Stage 6 Check Your Work

1. Have you completed the task? []
2. Is it to the correct person? []
3. Have you included all relevant information? []
4. Have you grouped/ordered information in the best way? []
5. Is the language appropriate for a letter of congratulations? []
6. Have you checked the spelling, grammar and punctuation? []

3**Extra Practice****Scenario 3**

You are Kate. Your classmate Cathy has been admitted to Peking University. Write a letter of congratulations to her.

Part IV Evaluate Your Progress

Can-do List

Tick what you can do and what you need more practice:

	Can Do	Need More Practice
I can write a letter of congratulations.	[]	[]
I can draft a correctly laid-out letter.	[]	[]
I can do paragraph division well.	[]	[]

Unit 2

Résumé

Part I Get Started

1 Unit Objectives

- ★ To be familiar with the functions, format and style of a résumé.
- ★ To be able to write an effective résumé.

2 Lead-in

简历，又称履历，是以表格或大纲的形式对个人信息的简要概括，一般包括个人资料、求职目标、教育背景、工作或实习经历、所获奖励、爱好或特长等内容。简历不要求用完整的句子，但应将有关信息完整地表达出来。简历通常与求职信一起发送给所求职的单位。

Questions to Work Out

1. Is there any other situation in which people need to prepare a résumé, aside from seeking a job?

2. What information would you include if you have to write your own résumé?
 - A. Education and qualifications.
 - B. Hobbies and interests.
 - C. Skills.
 - D. Achievements and awards.
 - E. Work experience.
 - F. Family background.
 - G. Likes and dislikes.

Part II Read and Analyze

1 Sample Study

Sample 1

Résumé Christopher Cohen	
<p>Address: 12 Hampden Road, London N8 0HT Tel: (20)-948-xxxx DOB: December 10, 1985 E-mail: christopher.cohen@herald.co.uk</p>	←Personal details
<p>Career Goal: Chief editor</p>	←Job objective
<p>Work Experience: 2009—Present: Assistant foreign news editor (web) at Herald Company</p>	←Work experience
<p>Languages: Fluent spoken and written Spanish, competent French</p>	
<p>Educational Experience: 2004—2008: Chemistry Course, University of Sheffield</p>	
<p>Interests: Travel</p>	
<p>References: Available upon request</p>	

Task 1 Answer the following questions.

1. What is Cohen's job objective?

2. What course did he learn in the university?

Sample 2

Résumé

Chen Yi

2 North Xisanhuan Avenue
Haidian District, Beijing, PRC
chenyi@gmail.com
1351234xxxx

Core • Excellent communication and organizational skills

Competence • Strong team spirit
• Good translating and interpreting skills

Education **Beijing Foreign Studies University** Sept. 2011—Present
MA in Linguistics and Literature, expected April, 2014
BA in Linguistics and Literature Sept. 2007—Jul. 2011

Social **Teach for China**

Experience Intern as Human Resource Assistant Feb.-Jun. 2012

- Drafted and posted job descriptions for marketing, HR, administration and IT-related positions on major websites
- Responsible for first-round CV reviewing and interviews for international summer interns
- Formulated economic insurance plan for US staff in China based on researches on different insurance companies in China and abroad
- Assisted HR manager in drafting employment contracts

Si Ya Da Translation & Publishing Company Jul.-Oct. 2012
Intern as Program Assistant

(续表)

- Proofread and revised the second draft of an English-Chinese translation
 - Initiated, led and completed a Chinese-English translation program within 10 months, from looking for translators, allocating task to proofreading
- Campus Experience**
- Debating Society of School of English and International Studies**
- President 2013—2014
- General organizer, coordinator or financial co-director for more than 10 debate tournaments ranging from intercollegiate to national and international ones
 - Participated in nearly 100 debating rounds covering motions on political, economic, social and cultural issues
 - Organized debate trainings and discussed current events with society members every week
- Editorial Department of Student Union**
- Head 2012—2013
- Chief Editor of the school newspaper *TOUCH*
 - Chief Editor of a memoir for Student Union *Ten Year's Gleanings*
- Civic Engagement**
- Beijing Olympic Games Volunteer at MPC (Main Press Center), Jul.-Aug. 2008
 - Volunteer for Youth Action Plan hosted by China Disabled Persons' Federation and British Embassy Cultural Office, Sept. 2008
- Awards**
- 2011 Interpreting Forum of Beijing Foreign Studies University Third Prize Winner
 - 2010 First Prize Scholarship of Beijing Foreign Studies University
 - The Champion of 2009 IDEA-BFSU International Parliamentary Debating Tournament
- Translated Works to Be Published**
- *Introduction to Dance*
 - *Book about Books*
- Talents and Skills**
- Piano
 - Adobe Photoshop, Indesign, Moviemaker
 - Fluent in English, basic French and Latin

Task 2 Answer the following questions.

1. What does CV stand for?

2. Why does the writer of this résumé place education before experience?

3. Does the writer start with the most recent information in organization?

Task 3 Reduce full sentences to notes.

To help the reader get the key information quickly, a résumé tends to be written in note form rather than full sentences. For example, “Leadership skills developed” is used instead of “This work developed my leadership skills.”

1. I speak English fluently and my written German is good.

2. I handled correspondence, maintained budget records and prepared expense reports.

3. I gained a BA degree in Economics with honors from London University in 2006.

4. I was awarded the Third Prize for 2011 Interpreting Forum of Beijing Foreign Studies University.

2

Useful Expressions

1. Career history

职业经历

2. Employment history/work history

就业经历/工作经历

3. Experience/work experience/professional experience

经历/工作经历/职业经历

4. Accomplishments/achievements/awards

成就/奖励/奖项

5. Computer literacy/skills profile/technical skills

计算机能力/技能概述/专业技能

6. Hobbies and interests

爱好和兴趣

7. Personal information/personal details
个人信息/个人详细资料

3 Writing Tips

1. Keep your résumé short and simple.
2. Make your résumé attractive and easy to read.
3. Do not use complete sentences.
4. Be honest, and do not exaggerate.
5. Leave one line space between sections.
6. If you are using bullets, italics, bold or any other formatting, be consistent.
7. Proofread and check your résumé. Do not solely rely on the computer.

Part III Practice Makes Perfect

1 Warm-up Activities

Task 1 Read the following résumé. Fill in the blanks with the suitable section headings from the box.

Job Objective
Education

Skills
Honors

Academic Projects
Work Experience

Résumé Aditya P. Singh

365 Colburn Lab
Department of Chemical Engineering
University of Delaware, Newark, DE-19716
Office: (302)-831-xxxx
singhap@che.udel.edu

1. _____

A challenging position in the industry in order to apply and further my knowledge of chemical and biological engineering technology.

(续表)

2. _____
 University of Delaware, Candidate for PhD, Fall 2001—2006 (expected)
- Graduate Courses: Chemical Engineering Thermodynamics, Applied Chemical, Chemical Engineering Principles, etc.
- Indian Institute of Technology, Bombay, India, July 1996—June 2001
- Bachelor of Technology, Chemical Engineering
 - Master of Technology, Chemical Engineering, with specialization in Process Systems Design and Engineering
3. _____
- University of Delaware
 Modeling of crosstalk and robustness in the yeast mitogen-activated protein (MAP) kinase pathways
4. _____
- Languages: Fortran, Java
 - Operating Systems: Windows, Linux
5. _____
- National Fertilizers Limited, Bathinda (India) Summer Intern, May-July 1999
6. _____
- Best Paper Award at International Conference on Biochemical Systems Theory and Metabolic Engineering (2000), Tenerife, Spain

Task 2 Read the following information and complete the form.

Joseph Davis lives at 65 Jones Road, Earlville, New South Wales. He studied in University of New South Wales from 2009. In the same year, he was awarded Blake Emerson Scholarship for the highest-performing first-year Economics student. He loved soccer, chess and sculpture. He served as the president of UNSW Bushwalking Club from 2009 to 2011. In the summer vacation (2010-2011), he implemented online customer account directory, when working as an accounts assistant in Bib and Bob Accountants. In 2011, he worked on the project “Tax Reform 2011: An Analysis of Compliance Procedures”, and got his Bachelor of Commerce in Accounting. He is a person with excellent skills, for instance, written and oral communication skills.

Now, Joseph wants to seek a position with an innovative, result-oriented firm. Professor

Tina Smith, Head of School of Accounting, University of New South Wales, agrees to be one of the references. Joseph can be contacted directly via e-mail at j.sample@example.com or (048)-812-xxxx for other necessary information.

JOSEPH DAVIS	
Personal Details	
Career Goal	
Professional Experience	
Education	
Skills	
Community Service	
Interests or Hobbies	
References	

2

Writing Practice**Scenario 1**

Nikki Bush is a student at Howard County High School, Ellicott City, Maryland. She will graduate in June 2015. She plans to seek a part-time position as an administrative assistant to make her proficiency in Microsoft Word, Excel, and PowerPoint, and typing skills valued. She is a lovely girl with many hobbies, such as playing guitar and ice skating. She also likes pets and children. During 2012-2014, she did two part-time jobs, one as a pet sitter for a year, doing pet sitting services such as dog walking, feeding, and yard care, and another as a babysitter for a year, providing child care for several families after school, on weekends, and during school vacations. Her current address, phone number and e-mail address are: 1 Frontrunner Drive, Ellicott City, MD 21042; (410)-555-xxxx and nikki_bush@hardworker.net respectively.

Stage 1 Identify the Task

Write a résumé.

Stage 2 Layout

- ★ Résumé
- ★ Personal Details
- ★ Objective
- ★ Education
- ★ Work Experience
- ★ Interests
- ★ Skills
- ★ References

Stage 3 Identify Relevant Information

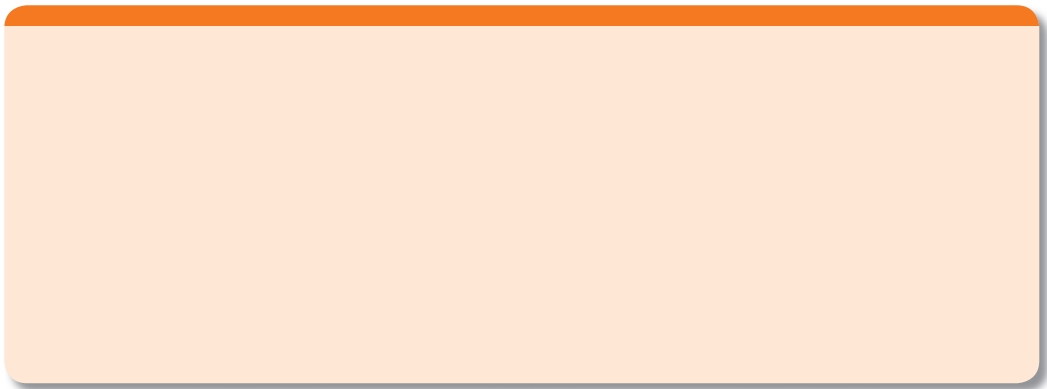
- ★ 2013—Present Howard County High School, Ellicott City, Maryland
- ★ Will graduate in June 2015
- ★ To obtain a part-time position as an administrative assistant
- ★ Proficient in Microsoft Word, Excel, and PowerPoint
- ★ Good typing skills
- ★ Playing guitar
- ★ Provided pet sitting services such as dog walking, feeding, and yard care
- ★ Provided child care for several families after school, on weekends, and during school vacations
- ★ Available upon request
- ★ Ice skating
- ★ (410)-555-xxxx
- ★ Ellicott City, MD 21042
- ★ 1 Frontrunner Drive
- ★ nikki_bush@hardworker.net
- ★ Nikki Bush
- ★ 2013—2014 Pet Sitter
- ★ 2012—2013 Babysitter

Stage 4 Group/Order Relevant Information

1. _____
2. _____
3. _____

- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____

Stage 5 Write the Résumé



Stage 6 Check Your Work

- 1. Have you completed the task? []
- 2. Are the home address and e-mail address of the applicant correct? []
- 3. Does the objective highlight the aim of the applicant? []
- 4. Have you included all relevant information? []
- 5. Have you grouped/ordered information in the best way? []
- 6. Is the language appropriate for a résumé? []
- 7. Have you checked the spelling, grammar and punctuation? []

Scenario 2

Use the information in the following letter to write a résumé. Use the headings given after the letter. These headings are not in a sensible order.

61 Chacon Street
Port of Spain
Trinidad

September 28, 2011

The Manager
Trinidad Chamber of Commerce
69 Frederick Street
Port of Spain
Trinidad

Dear Sir/Madam,

I should like to be considered for the post of stenographer as advertised in today's "West Indies Chronicle".

I am 24 years old. I attended Saint Martin's Secondary School in San Fernando, Trinidad and obtained four GCE O Levels in English Language, Mathematics, Economics and Accounting.

At present I am working as a secretary to the manager at Hessick and Jardine Manufacturing Company, Trincity Estate, Port of Spain. I have been with this company for one year. Before taking this post I worked for 18 months as a receptionist/typist for External Telecommunications Limited, PO Box 3, Port of Spain. I left this post as I was not given any opportunity to use my shorthand and I wanted to maintain my speeds.

Before starting work for External Telecommunications Limited, I went straight from school to Brown's Private Secretarial College, San Fernando where I completed a one-year full-time secretarial course. I passed RSA Stage III Typewriting, 100 wpm Pitman Shorthand and Stage II Commerce.

Reference can be obtained from my shorthand teacher, Mrs. King, at Brown's College and from the Manager at Hessick and Jardine.

(续表)

I shall be available for an interview at any time. Should you need more information, I shall be pleased to supply it if you contact me at the above address or telephone me at home after 17:30 on (052)-623-xxxx.

Yours faithfully,
E. M. Chan
 Elsie Mary Chan (Miss)

Stage 1 Identify the Task

Write a résumé.

Stage 2 Layout

- ★ RÉSUMÉ
- ★ FULL NAME
- ★ ADDRESS
- ★ TELEPHONE NUMBER
- ★ DATE OF BIRTH
- ★ MARITAL STATUS
- ★ EDUCATION
- ★ QUALIFICATIONS
- ★ WORK EXPERIENCE
- ★ REFERENCES

Stage 3 Identify Relevant Information

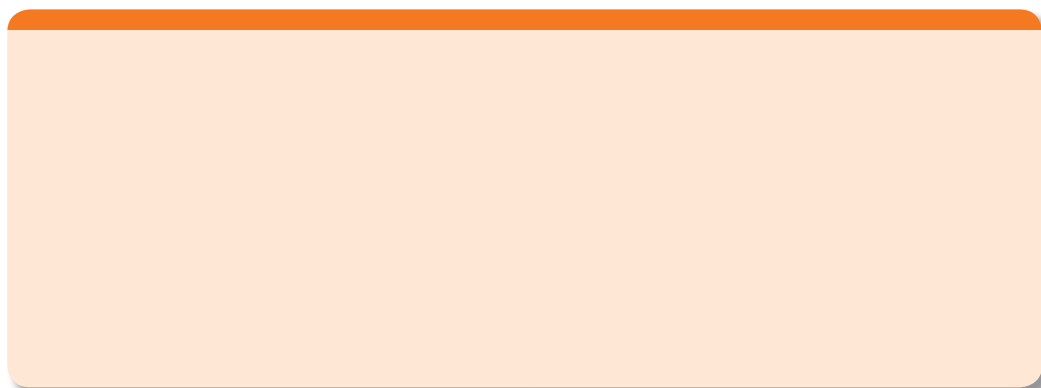
- ★ REFERENCES—Mrs. King at Brown’s College and the Manager at Hessick and Jardine
- ★ MARITAL STATUS—Single
- ★ RÉSUMÉ
- ★ DATE OF BIRTH—September 18, 1987
- ★ WORK EXPERIENCE—working as a secretary to the manager at Hessick and Jardine Manufacturing Company, Trincity Estate, Port of Spain, September 2010—Present; worked as a receptionist/typist for External Telecommunications Limited, PO Box 3, Port of Spain, 2008—2009
- ★ TELEPHONE NUMBER—(052)-623-xxxx

- ★ FULL NAME—Elsie Mary Chan
- ★ ADDRESS—61 Chacon Street, Port of Spain, Trinidad
- ★ EDUCATION—Saint Martin’s Secondary School in San Fernando, Trinidad, 2004—2007; Brown’s Private Secretarial College, San Fernando, 2007—2008

Stage 4 Group Relevant Information

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Stage 5 Write the Résumé



Stage 6 Check Your Work

1. Have you completed the task? []
2. Are the personal details of the applicant correct? []
3. Have you included all relevant information? []
4. Have you grouped or ordered information in the best way? []
5. Is the language appropriate for a résumé? []
6. Have you checked the spelling, grammar and punctuation? []

3

Extra Practice**Scenario 3**

Read the following advertisement and draft a résumé in response.

HOTEL FALKENBERG

WANTED!

We are looking for a highly qualified receptionist to join our team in a 5-star conference hotel. Position available from April 1.

For further information, contact: Sussie Karlsson, Personnel Manager.

Box: 572

SE-31123 Falkenberg

Tel: (460)-346-xxxx

Fax: (460)-346-xxxx

s.karlsson@swedenhotels.se

www.hotelfalkenberg.se

All correspondence and applications in English, please.

Part IV Evaluate Your Progress

Can-do List

Tick what you can do and what you need more practice:

	Can Do	Need More Practice
I can prepare different sections of a résumé.	[]	[]
I can reduce full sentences to notes.	[]	[]
I can write an effective résumé.	[]	[]