

NQ5 – 2012 (P & N) - SECTION 2 — WRITING

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

Oficina de Turismo de Fuengirola

Necesitamos **auxiliares turísticos / turísticas** para trabajar durante los meses de junio, julio y agosto en la oficina de turismo, atendiendo a los turistas internacionales. Es imprescindible hablar español e inglés.

Infórmate: El Director,
Oficina de Turismo de Fuengirola,
C/Juan Carlos, 53, Fuengirola,
España.

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
- Any (part-time) job you have at the moment.
- What you would like to do when you finish school.

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

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