

NQ5 – 2013 (SQA) - SECTION 2 — WRITING

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

Infoempleo S.A.
Calle del Jazmín
Alicante 013012

Se necesita **secretario/a** con alto nivel de
inglés y español
para trabajar en nuestra oficina en Alicante

Funciones del trabajo

- apoyo al director
- organización de agenda
- organización de eventos y viajes

Escribir al Director, Infoempleo, Alicante 013012.

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
- Difficulties encountered in finding a job.
- Whether it is more important to do a job which you enjoy or a job where you earn a lot of money.

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.

20 marks