**National 5 Spanish**

**CV Letter- EXAM PRACTICE  
PAPER 1: READING & WRITING  
20 MARKS**

Use the examples in this booklet to prepare for your final Writing exam. **1. National 5 Spanish Writing- 20 marks**

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

Un/a **camarero**/a para trabajar en un restaurante en la playa en España este verano.

Hay que tener experiencia trabajando con el público. También hay que ser amable y carismático. Necesitan jóvenes con conocimiento de español e inglés y buenas destrezas comunicativas.

Si le interesa esta oferta de empleo, por favour envíenos un e-mail con sus datos e información a: [restauranteplaya.info@es.com](mailto:restauranteplaya.info@es.com)

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 you will be available for interview and to work
* Whether you have lived in or visited Spain
  1. rds.

**2. National 5 Spanish Writing- 20 marks**

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

Un vigilante para trabajar en un camping cerca de la costa blanca en España este verano.

Hay que tener experiencia trabajando con los niños entre 8-12 años. También hay que ser amable y paciente. Necesitan jóvenes con conocimiento de español e inglés y buenas destrezas comunicativas. Hay que tener experiencia de organizar juegos con los grupos de niños.

Si le interesa esta oferta de empleo, por favour envíenos un e-mail con sus datos e información a: [campingcostablanca.info@es.com](mailto:campingcostablanca.info@es.com)

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
* Which games, sports and activities you could help organise.
* Your experience of working with young people
  1. rds.

**3. National 5 Spanish Writing- 20 marks**

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

Un/una receptionista para trabajar a tiempo parcial en un albergue juvenil cerca de Nerja en España este verano.

Se busca chico/chica joven. Hay que tener experiencia trabajando con el público. También hay que ser puntual y carismático. Necesitan jóvenes con conocimiento de español e inglés y buenas destrezas comunicativas.

Si le interesa esta oferta de empleo, por favour envíenos un e-mail con sus datos e información a: [alberguenerja.info@es.com](mailto:alberguenerja.info@es.com)

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
* How you can contribute to the day-to-day running of the hostel
* Experience of travelling and visiting other countries
  1. rds.

**4. National 5 Spanish Writing- 20 marks**

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

Un/una receptionista para trabajar a tiempo parcial en un hotel cerca de Madrid en España este verano.

Se busca chico/chica joven. Hay que tener experiencia trabajando con el público. También hay que ser puntual y carismático. Necesitan jóvenes con conocimiento de español e inglés y buenas destrezas comunicativas.

Si le interesa esta oferta de empleo, por favour envíenos un e-mail con sus datos e información a: [hotelmadrid.info@es.com](mailto:hotelmadrid.info@es.com)

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
* Your specific language skills
* Your experience of working at functions and events
  1. rds.

**5. National 5 Spanish Writing- 20 marks**

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

Los almacenes “ Las Galerías” en Madrid ofrecen empleo este verano.

Necesitan jóvenes con conocimiento de español e ingles, buena presencia y buenas destrezas comunicativas para trabajar con los clientes.

Si le interesa esta oferta de empleo, por favour envíenos un e-mail con sus datos e información a: [hotelmadrid.info@es.com](mailto:hotelmadrid.info@es.com)

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
* Languages spoken
* Reason for wanting to work in Spain

120-150 words.

1. **National 5 Spanish Writing- 20 marks**

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

Café Juan en el centro de Madrid busca camarero/camarera.

Necesitan jóvenes con conocimiento de español e ingles, buena presencia y buenas destrezas comunicativas para trabajar con los clientes.

Si le interesa esta oferta de empleo, por favour envíenos un e-mail con sus datos e información a: [caféjuaninfo@es.com](mailto:caféjuaninfo@es.com)

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 you will be available for interview and to work
* Your experience of working with the public

120-150 words.

1. **National 5 Spanish Writing- 20 marks**

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

Un vigilante para trabajar en polideportivo cerca de la ciudad de Barcelona en España este verano.

Necesitan jóvenes con conocimiento de español e inglés y buenas destrezas comunicativas. Hay que tener experiencia de organizar deportes y juegos para los equipos.

Si le interesa esta oferta de empleo, por favour envíenos un e-mail con sus datos e información a: [campingcostablanca.info@es.com](mailto:campingcostablanca.info@es.com)

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
* Languages spoken
* Previous contacts with Spain