

Job Application

These companies are trying to fill the following positions:

- Hospital de las Hermanas de la Misericordia – Enfermera
- Hospital de las Hermanas de la Misericordia – Doctora
- Revista Gente – periodista
- Construcciones Aconcagua – Ingeniera
- García & Fernandez & Marini Abogados – Abogada
- *Make up your own company and position.*

You are applying to one of these jobs. IN SPANISH you will:

1. Create a résumé. Include your personal information, schools you attended, and at least three previous places you worked in and the position you held.
2. Write a cover letter. Using the present, preterit and the future tenses you will expand the information on your put on your résumé.

Preterit: Talk about your education and previous jobs. Describe the tasks you performed in each position. Describe any other relevant activities such as volunteer work.

Present: Describe the circumstances why you are looking for a new job. Explain why you are a good candidate for this job.

Future: Explain how you will be an asset for the company.

3. Your “interview” will take place on exam day and should use the conditional tense. You have two minutes to introduce yourself to the company and answer a series of questions asked by your employer. Use this time to impress your potential employers and tell them what you would do as an employee.

Conditional: Explain what you would do as an employee.

Both papers should be written IN SPANISH. The letter should be typed and at least 200 words. DO NOT USE AN ONLINE TRANSLATOR OR AN ONLINE DICTIONARY. You can only use a printed dictionary to look for the verbs in the infinitive and then conjugate them yourself. THE USE OF ANY VERB IN A TENSE THAT WE HAVEN'T STUDIED WILL RESULT IN A “0”.

You are writing a formal letter. Remember to use the formal treatment in Spanish.

I will not proof read your work, but you may ask about a specific word, structure or conjugation if you need help.

This performance task is worth 150 points:

- Conjugation, sentence structure, adjectival agreement [60 points]

- Covering all requirements [30 points]
- Presentation and organization [30 points]
- Exam Day Interview [30 points]