

AD FOR A JOB POSITION

Before You Write

A Read the ad. Where might you find an ad like this?

HUMAN RESOURCES DIRECTOR, MEXICO AND CENTRAL AMERICA

- 1 An international insurance company is looking for a human resources director for Mexico and Central America.
- 2 **Responsibilities**
 - Providing guidance to the company's business units in Mexico and Central America
 - Developing training programs for local managers
 - Traveling around the region several times a year
- 3 **Requirements**
 - B.A. in Human Resources or equivalent
 - 3 years of relevant experience
 - Fluency in English and Spanish
- 4 **Applications**
Please send résumé and cover letter to
International Executive Search, IES.hr@cup.org

B Complete the sentences with the number of the correct part.

- a. Part ____ describes the job duties.
- b. Part ____ announces the position.
- c. Part ____ gives contact information.
- d. Part ____ lists the qualifications.

Your First Draft

A Imagine you want to hire someone for a position in your company. Choose a position and make notes about the responsibilities and requirements.

B Write an ad for the position. Use your notes and the ad above as a model.

C PAIR WORK Read your partner's ad. Write answers to these questions.

1. Does the ad include necessary information?
2. Is the information clear?
3. Can you suggest any improvements to the content or grammar?

Your Second Draft

Use your partner's answers to revise your ad.