7 A **PREPARE** Choose one of the job adverts below. Make notes about the skills, qualifications and relevant experience to include in your covering letter. Plan how to organize the information.

UNIVERSITY WELCOME STAFF

We are looking for welcome staff to receive and support our summer school students (aged 14 – 18) and do administration tasks in our summer school office. You should have excellent communication skills, work well in a team and be able to use Word, Excel and Powerpoint. Experience of working with teenagers a plus.

FASHION BLOGGER

Do you have a passion for fashion? Are you good at photography? City-based blogger wanted to write ten blog posts a week for an international lifestyle website. No professional qualifications required but we are looking for someone with good organization and time-management skills who has experience of writing a blog.

Write your letter . (120 - 140 words) Look at St B page 54 and 55 for tips.