

- 2** Read the cover letter in reply to the ad on page 52. Match the information (a-i) with the parts of the letter. What information (if any) can you leave out if you send the letter as an email?

9125 West 6th St., Coral Springs, Ohio 68776 — (227) 752-4446 — July 7, 2017 — Angela Jones, NHN TV 8334 Bruce St. Brownsville Rhode Island 42935 Dear Ms. Jones, I am writing in reply to your advertisement in the <i>Daily Herald</i> for the position of Assistant Researcher. — I will graduate with a degree in Digital Media this month from Cleveland University. I have experience in film production and post-production as I have worked part-time at my university television station for the last year. — I consider myself to be hard-working and organized in my work. As part of my job with the university television station, I was responsible for planning schedules and program archiving. — I am available for an interview at any time and available to start work at the beginning of August. I am willing to relocate if necessary. I am enclosing my resume, which gives full details of my qualifications, work experience, and skills as well as my contact information. — Thank you very much. I look forward to hearing from you. Yours sincerely,  Mark Nolan	a a reference to your resume b the date c the name and address of the person you are writing to d the reason for your letter e your address f your phone number g your qualifications h your relevant experience i your skills
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