

Lesson 4 (D Writing)

D Writing

Aim Write a cover letter

Vocabulary

Listen Here

1 Listen and number.  4-11



résumé



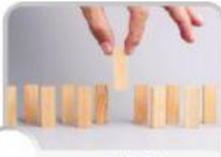
performance



opportunity



expect



particular



professional



involve



pursue

2 Match the words with the definitions.

- | | | |
|-----------------|---|---|
| 1. résumé | • | a. to include someone or something |
| 2. performance | • | b. a situation where something is possible to do |
| 3. opportunity | • | c. used when talking specifically about one thing or person |
| 4. expect | • | d. to think that something will happen a certain way |
| 5. particular | • | e. how successful someone is at something |
| 6. professional | • | f. to try and achieve a plan, activity, or situation |
| 7. involve | • | g. a document that describes one's qualifications |
| 8. pursue | • | h. being skilled or qualified in a specific activity |

Writing

Cover Letter Guide

6 Read. Then answer the questions in complete sentences.

NOTE

When you apply to a job, school, program, or study abroad program, you are often asked to provide a résumé and a cover letter. A cover letter is a formal introduction to your résumé.

To Whom It May Concern:

My name is Ivan Drago, and I'm interested in the summer internship program at Oogle. I don't know if I have all the qualifications you're looking for. If you're looking for someone with a lot of professional experience, I sadly don't have much. However, I do have a particular set of skills, skills I have acquired at school, and skills I have acquired on my own. At school, I'm a member of the Presidential Honor Roll, and I'm at the top of my class. I'm involved in many school clubs, such as the Debate Club and the Robotics Club. My academic performance isn't my only strength. At home, I have practiced programming. By the summer, I will have learned three programming languages: Python, Java, and PHP. This coming July, I will have also earned my MCS D certificate. It is my lifelong dream to work at Oogle. If you give me the opportunity to pursue this dream, you can expect a dedicated and hardworking team player. Attached is my résumé for your consideration. I look forward to hearing from you.

Kind regards,

Ivan Drago



1. What is Ivan applying for?
2. Where did Ivan gain his particular skills?
3. What clubs is Ivan involved in?
4. What kinds of languages does Ivan know?
5. How does Ivan describe himself?

good luck