## VOCABULARY: Cover letter

**Definition**: **What is a cover letter?**
Complete the following text. Use the words in the box.

***cover letter / introduction / interview / employer / complement / curriculum vitae / persuade / well-focused / business / position /***

A (1) _____ gives information about the educational qualifications and professional experience you have, whereas a (2) _____ explains why you want the job. A cover letter should (3) _____, not duplicate, you CV. The main purpose of a personalized cover letter is to (4) _____ the reader to read your CV and consider you for the vacant (5) _____.

A cover letter is often your earliest written contact with a potential (6) _____, creating a critical first impression.

A well-written, (7) _____ cover letter demonstrate your written communication skills and will help you to get that all-important (8) _____.

The letter of application should follow the general guidelines for all (9) _____ letters. It should have an (10) _____, a main body, and a final paragraph.

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**Analyse the following cover letter.**

_____

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Dear Mr. Saleh

*I am writing to apply for the position of Editorial Assistant* which was advertised in the latest edition of Gulf News.
I am currently working for a Market Research company as a research assistant, but I am interested to pursue a career in publishing, because I enjoy reading and write my own poetry.

As you will notice on the included CV, I graduated in European Literature.
At University I gained considerable experience working on the student magazine, so I am familiarized with editing techniques. I work well under pressure and enjoy working in a team. In addition, I speak English fluently.

I would be available for the interview from the next week. Meanwhile, please do not hesitate to contact me if you require further information.

I look forward to hearing from you

Yours sincerely,

Margaret Roa

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**MATCH THE SENTENCES THAT CORRESPOND TO EACH SECTION OF THE LETTER**

| | |
|---|---|
| Say what you would like to apply | |
| Say where you found out about the job | |
| Say why you would like the job | |
| Say why you are qualified to do the job | |

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| | |
|---|---|
| Say when you would be available for interview | |
| Say you can provide more information if necessary | |

## Grammar: appropriate language

Whether applying online or sending your cover letter through the regular mail, it is important to write using appropriate language. Although informal language may sometimes be acceptable in cover letters, more formal alternatives will create a more professional impression.

**Complete the following table using the following words**

**About / additional / contact / employer / employment / ensure give / looking for / more / ~~receive~~ / request / requiring / show / talk about / tell / want /**

| INFORMAL | FORMAL |
|---|---|
| **get** | **receive** |
| **extra** | |
| | **Would like** |
| **need** | |
| | **discuss** |
| **Get in touch with** | |
| | **Concerning / regarding** |
| **Make sure** | |
| | **Provide (somebody) with** |
| | **inform** |
| **boss** | |

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| | |
|---|---|
| | **Further / greater** |
| | **Searching for** |
| **Asking for** | |
| **Work / job** | |
| | **demonstrate** |

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**Complete the following sentences using the formal words in the previous exercise**.

**Further/ greater / contact / regarding / employment /**

**looking for / requiring / demonstrate / provide (someone ) with**

1. I am writing in response to our telephone conversation on 9th May _____ the secretarial vacancy.

2. I have recently graduated with a Master´s degree in computing and I am currently _____ suitable _____ in the electronics field.

3. I would appreciate the opportunity to meet you, where I could _____ my skills, capabilities and professional experience in _____ detail.

4. I would be happy to _____ you _____ information _____ my application, please do not hesitate to _____ me.

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