

## 6D I am writing to apply ...

- 1 Look at the job ad. Would you like to do a job like this? Why/Why not? What skills, qualifications, and experience is the employer looking for?



**the la media factory**

### Internship at The LA Media Factory

We are looking for an intern to work in our international media center in Los Angeles. The job involves writing articles about the entertainment industry for media organizations around the world. We are particularly interested in recent graduates with some experience in writing.

#### Candidates should:

- have some experience in digital journalism
- have excellent writing skills
- be highly organized
- have good attention to detail
- work well on a team
- speak English and Spanish fluently.

To apply, please send your CV to Linda Sayer, explaining why you are interested in the position, and providing details of your qualifications, skills, and any relevant experience.

- 2 Read the cover letter. Does Pablo respond to all the information in the job ad? Is he a good candidate for the job? Why/Why not?



Subject: Job application – internship position

Attachment: CV Pablo Alonso.pdf

Dear Ms. Sayer:

- I am writing to apply for the internship position at The LA Media Factory, as advertised on internships.com. Please find attached my CV.
  - As you can see from my CV, I have recently completed a degree in Journalism and Media Studies at the University of San Antonio. I believe the skills, experience, and qualities I have developed make me an ideal candidate for the internship position.
  - I am extremely interested in the position because I am passionate about writing and digital media, and I would like to have a career in digital journalism. As part of my degree, I studied areas such as TV and Film Studies, and Digital Journalism. I also completed a six-week work placement, writing short articles for a local newspaper.
  - In addition to my studies, I am currently working as a writer. I am responsible for producing social media posts for a local film society. My work involves writing short movie reviews and guides to increase the film society's social media presence. These tasks require skills such as good organization, time management, and attention to detail.
  - I am a responsible, hardworking person who works well alone and as part of a team. I speak fluent English, and I am a native Spanish speaker. I would welcome the opportunity to work for The LA Media Factory, and I am confident I would be a valuable addition to the team.
  - Thank you for considering my application. I look forward to hearing from you.
- Sincerely yours,  
Pablo Alonso

- 3 Read the cover letter again. Match sections 1–6 with the information they contain (a–f).

- |                                                           |       |
|-----------------------------------------------------------|-------|
| a relevant experience and skills (with specific examples) | _____ |
| b relevant academic or professional qualifications        | _____ |
| c saying which job you're applying for                    | _____ |
| d saying thanks and asking for a response                 | _____ |
| e personal qualities and any additional relevant skills   | _____ |
| f more relevant experience and skills                     | _____ |

**Skill** writing a cover letter

We write cover letters to introduce ourselves when we apply for a job. We usually send one with our *résumé*.

- Respond to the information in the job ad. What skills, experience, and qualifications are they looking for?
- Organize your letter so it is brief, easy to read, and makes the employer want to find out more about you.
- Use formal language (*I have been* NOT *I've been*, *I would like* NOT *I want*; a great deal of NOT *lots of*).
- Use a formal greeting and ending (*Dear Sir/Madam: ... Yours truly*, or *Dear Mr. Smith: ... Sincerely yours*).

**4** Read the Skill box. Read sentences 1–8 and underline their formal equivalents in the cover letter.

- |                                                 |                                                      |
|-------------------------------------------------|------------------------------------------------------|
| 1 I'm writing because I want the intern job.    | 5 In this job, I have to write short movie reviews.  |
| 2 I think I'm perfect for the job.              | 6 I need skills like good organization for this job. |
| 3 I really like the job because I like writing. | 7 I really want to work for you. I'd be fantastic!   |
| 4 Right now, I work as a writer, too.           | 8 Thanks for your time. Talk soon!                   |

**5** Complete the sentences with a preposition. Then check your answers in the cover letter.

- I am writing to apply \_\_\_\_\_ the internship position.
- I have recently completed a degree \_\_\_\_\_ journalism.
- I am extremely interested \_\_\_\_\_ the position.
- I am responsible \_\_\_\_\_ producing social media posts.
- Thank you \_\_\_\_\_ considering my application.

**Text builder** prepositions after verbs, nouns, and adjectives

Some verbs, nouns, and adjectives are followed by a preposition.

**Verbs:**

apply **for**, work **as**, look forward **to**,  
thank (you) **for**

**Nouns:**

a career **in**, a degree **in**,  
a certificate **in**

**Adjectives:**

ideal **for**, interested **in**,  
passionate **about**, responsible **for**

**Look!** A noun or a verb + *-ing* usually follow these prepositions:

Thank you **for your e-mail**. I am looking forward **to hearing** from you. I'm interested **in taking** a course.

**6 A** Read the Text builder. Complete the sentences with a preposition and information that is true for you.

- I would like to apply \_\_\_\_\_.
- Eventually, I would like to work \_\_\_\_\_.
- I would like a career \_\_\_\_\_.
- I am passionate \_\_\_\_\_.

**B** Compare your answers in pairs.



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

**SUMMER SCHOOL 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 on a team, and be able to use Word, Excel, and Powerpoint. Experience in 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 in writing a blog.

**B PRACTICE** Write your cover letter. Use formal language and phrases with prepositions.

**C PERSONAL BEST** Exchange letters with a partner. Which job did he/she apply for? Does he/she respond to everything in the job ad? What do you like best about his/her letter?

**Personal Best**

Imagine you are ten years older. Write two paragraphs about your qualifications, skills, and experience.

