

GROUP
COVERING LETTER

Task 1. Match the phrases from the column B with the suitable part of a covering letter from the column A. You should point only the number (1-4) in the box at the phrase.

A	B
INTRODUCTION/ OPENING PARAGRAPH (1)	You will see from my CV that two people can be contacted as references
	Thank you for your time and consideration.
	During my two years with Hitensy Ltd., I initiated extensive improvements that resulted in garnering 30 more clients for the period ending
	My key strengths that I possess for success in this position include: ...
MAIN PART (2)	I would be grateful if you would consider my application.
	I am presently working for...
	I am writing to express my interest in the position at ... (company name).
	I look forward to hearing from you
CONCLUSION/ CLOSING PARAGRAPH (3)	I am interested in applying for the job of an engineer
	I am writing with regard to your advertisement in New York Times
	I have always had a keen interest in ... Recently, this interest led me to undertake... Seen through this lens...
ENDINGS (4)	I am available for an interview at your convenience.
	With reference to your letter inquiring about...
	I enclose a copy of my CV outlining my qualifications and experience.
	I would welcome the opportunity to meet with you to discuss my potential contributions to your company.
	I possess the right combination of skills to be an asset to your organisation.
	I am responding to your advertisement for the post of ... that appeared in ...

Task 2. Choose the correct option to fill in the gaps in the sentences.

1. I am writing _____ in the position of ... advertised as being open with your company at this time.
2. In reply to your advertisement in Sunday's I would like _____ chemical engineer.
3. My _____ that I possess for success in this position include: ...
4. I believe that my _____ and technical experience will make me a very _____ for this position
5. I am confident that with my skills I can make a _____.
6. I would appreciate the opportunity _____ how I can contribute to your company/organization.
7. My educational background and technical skills are _____ of your company.
8. I am _____ a personal interview at your earliest convenience and _____ the telephone number/e-mail address above.
9. The enclosed CV _____ my qualifications and experience.
10. I _____ - meeting with you to further discuss my educational background and skills.

Task 3. Fill in the gaps the the most suitable word from the box.

familiar with/ previous role/ skills /looking for / eager / managed / confident/ dedication/ followed / ensuring / applying for / experience / motivated/ responsible for/ look forward

I am excited to be _____ the Chemical Engineer position at Blllostac Corporation. I have a Bachelor of Science degree in Chemical Engineering from the University of Texas and more than three years of _____ working in the chemical industry. I am confident that I have the skills and experience you are _____ in a candidate and I am _____ to put my knowledge and abilities to work at ABC Corporation.

In my _____ at DEF Corporation, I was _____ designing and overseeing the construction of a new chemical plant. I also _____ the plant's day-to-day operations, _____ that production targets were met and safety protocols were _____. I have experience with a variety of chemical production processes and I am _____ the latest industry safety standards.

I am a _____ and results-oriented individual who is always looking for ways to improve the workplace. I have a strong _____ to safety and I am always willing to go the extra mile to ensure the well-being of my team. I am _____ that I have the _____ and experience to be a valuable asset to Blllostac Corporation and I _____ to discussing this opportunity further with you.

Task 4. Choose the correct option to fill in the gaps in the sentences.

Dear Mr Bannet,

I am writing to 1 _____ for the position of Editorial Assistant which was 2 _____ in the Sunday Times.

I am currently 3 _____ by a Market Research company as a research assistant, but am keen to 4 _____ a career in publishing, because I enjoy reading and write my own poetry.

As you will notice on the 5 _____ CV, I graduated in Contemporary Literature. At University I gained considerable 6 _____ working on the Faculty of Arts' student magazine, so I am 7 _____ with editing techniques. I work well under 8 _____ and enjoy working in a team.

I would be 9 _____ for an interview this week and the following. Meanwhile, please do not 10 _____ to contact me if you require further information.

I look forward to hearing from you.

Yours sincerely,

Judy Salivan.

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|-----|---------------|-----------------|---------------|
| 1. | A. request | B. apply | C. ask |
| 2. | A. shown | B. presented | C. advertised |
| 3. | A. employed | B. used | C. worked |
| 4. | A. take | B. pursue | C. want |
| 5. | A. included | B. attached | C. mentioned |
| 6. | A. experience | B. experiment | C. expression |
| 7. | A. familar | B. familiarised | C. familier |
| 8. | A. demands | B. pressure | C. anxiety |
| 9. | A. available | B. around | C. suitable |
| 10. | A. hesitate | B. wait | C. stop |

Task 5. The parts of the sentences in the texts are missed. So, choose the part that fits the gap best.

Jarx Technologies Inc.
Houston, TX
United States

Dear Mr. Alvares,

_____, it is with great joy that I do submit my application for the same. I have worked _____.

Before commencing my career four years ago, I studied and obtained a certification in the field of _____. The resume I have attached in my application endeavors to explain in further detail the qualifications _____.

During my four-year stay at the present company, _____, a fact that has raked in more money for the company I am working for. My facilitation of the operations of the organization _____.

I would suggest that we meet and _____. Kindly schedule a date and a time which we shall use to do just that. I am waiting patiently.

Best regards,

Manual Weber