

## A cover Letter - Reading

Jack Donegan  
5 Merrion Square  
Dublin 2  
01 280 6087



Hiring Manager  
Tesco  
18-19 College Green  
Dublin 2

Dear Hiring Manager,

I am writing to apply for the position of Customer Assistant, as advertised on your website. I am a hard-working Transition Year<sup>1</sup> pupil and I believe I will be able to fill this role with energy and enthusiasm.

As a frequent visitor to your stores, I would love the opportunity to work in such an environment while helping to promote your fantastic products.

As you will see in my CV, I have taken part in various school and community events that have allowed me to develop strong communication and team-work skills. I have been playing football with the school team for three years and I have been volunteering at my local library since I was 14.

Thank you for your consideration and I hope I have the opportunity to hear from you soon.

Sincerely,

Jack Donegan

1 In Ireland, an optional one-year school programme taken after the Junior Certificate, the equivalent of the *Diplôme national du brevet*.

### 1. Introduce the document

The document is (+type) ...

It was written by (+author) ...

It is about (+theme) ...

## II. Find information about the author

Personal details	
Qualities and abilities	
Experiences	

## III. The goal of the document

1. What and where ?

2. Find 2 arguments the author uses to convince

## IV. Vocabulary

- le responsable des embauches dans une entreprise
- postuler sur une poste
- remplir
- permettre à qqn de faire qqc
- des compétences
- faire du bénévolat
- avoir des nouvelles de qqn