Look at the cover letter and do the exercises to improve your writing skills.

Preparation

Match the vocabulary with the correct definition and write a–h next to the numbers 1–8.

1……..	an insight	a.	connected with taking care of the health of animals
2……..	hands-on	b.	a clear, deep understanding of a difficult problem or situation
3……..	a sanctuary	c.	extremely useful
4……..	expertise	d.	to make stronger
5……..	veterinary	e.	practical, that involves doing rather than just reading or learning about something
6……..	to reinforce	f.	not shared with anyone else
7……..	sole	g.	high level of knowledge or skill
8……..	invaluable	h.	a safe place where animals can be protected

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10 High Street
Newtown
N99 9AZ

28th February

Dear Sir or Madam,

I am writing to you to express interest in the voluntary work placement at your animal sanctuary which I saw advertised on your website.

I am eighteen years old and in my final year at secondary school, due to sit my A levels next summer. I am planning on taking a degree in veterinary science at university and have received two conditional offers. As you will see from my CV, I have always shown an interest in working with animals and have relevant experience from voluntary work which I carried out at a local dogs' home. In this position I had sole responsibility for taking care of some dogs' daily needs, such as feeding, cleaning and exercise. In addition to this, I regularly spend time on my uncle's farm throughout the year and usually help him take care of the animals. This hands-on experience has reinforced my decision to seek a career working with animals. Both the dogs' home and my uncle would be willing to provide references.

LIVEWORKSHEETS

I am hard-working, punctual and willing to help out with any kind of job at the sanctuary. My decision to undertake a degree in veterinary science confirms my interest in and commitment to the field. I am certain that experience working at your animal sanctuary will provide an invaluable insight into working with animals and a unique opportunity to acquire a range of skills and expertise.

I hope I have shown that I am an ideal candidate for this position and please find attached my CV.

I look forward to hearing from you.

Yours faithfully,

E. Jones

Emily Jones

Top Tips for writing

1. Begin and end the letter appropriately.
   - **Beginning**: Dear Sir or Madam with no name – **Closing**: Yours faithfully
   - **Beginning**: Dear Mr / Mrs / Ms + surname – **Closing**: Yours sincerely
2. Give a clear reason for writing.
   - I am writing with regard to ... / to enquire about ... / to apply for ... / to express interest in ...
3. Use linking words to join similar ideas into paragraphs.
4. Include a summary comment near the end of your letter.
   - I hope you will find this information useful.
   - I would be very grateful for your assistance in this matter.
5. Close your letter with a set phrase.
   - I look forward to hearing from you.

LIVEWORKSHEETS

1. Check your understanding: true, false or not given

Read the sentences and answer 'true' if the information can be found in the text, 'false' if the information says the opposite to the text or 'not given' if the information cannot be found in the text.

1. Emily was told about the work placement by a friend.

   a. True b. False c. Not given

2. Emily will study veterinary science at university if she passes all her A levels.

   a. True b. False c. Not given

3. Emily has worked mainly with wild animals.

   a. True b. False c. Not given

4. Emily has worked on her uncle's farm at different times of the year.

   a. True b. False c. Not given

5. Students who apply to veterinary science at university are expected to do work experience before starting the course.

   a. True b. False c. Not given

6. Emily is clear about the type of career she wants to have.

   a. True b. False c. Not given

2. Check your understanding: gap fill

Complete the sentences with a preposition from the box.

at	at	for	from	in		
in	in	In	in	into	of	on
to	to	to	with			

1. I am writing _____ you with regard _____ the voluntary work placement.
2. I am planning _____ doing a degree _____ veterinary science _____ university.
3. As you will see _____ my CV, I have always shown an interest _____ working _____ animals.

LIVEWORKSHEETS

4. _____ this position I was responsible _____ taking care _____ the dogs' daily needs.

5. Undertaking a degree _____ veterinary science confirms my interest _____ and commitment _____ the field.

6. Working _____ your animal sanctuary will provide an invaluable insight _____ working with animals.

3. Check your understanding: gap fill

Complete the sentences with the correct form of the word in brackets.

1. There are several _____ online for a variety of work placements. (advertise)
2. She's always known that she wants to work as a _____ after university. (science)
3. He has an _____ offer from medical school, which means he's definitely got a place, whatever his exam results. (condition)
4. Learning music is interesting, but it's _____ to what I want to do at university. (relevant)
5. At the animal sanctuary I had sole _____ for looking after the birds. (responsible)
6. She _____ spends time helping out on her uncle's farm. (regular)
7. My time helping out at the animal sanctuary _____ my decision to become a vet. (reinforcement)
8. Hands-on experience provides an _____ insight into any profession. (value)
9. It was a unique opportunity to acquire new skills and _____. (expert)
10. My previous employers would be willing to provide _____ to support my application. (refer)

LIVEWORKSHEETS

4. Check your understanding: multiple selection

Choose the six things you should include in a cover letter. Tick (✓) all the correct answers.

……	Which job you are applying for and how you found out about the vacancy
……	Brief biographical details
……	Your experience and personal qualities related to the job
……	Your negative personal qualities
……	Your motivation for applying
……	Why you left your previous job
……	Your salary expectations
……	A complete list of your exam results and qualifications
……	What you can offer the company if they give you the job
……	What other documents you are attaching or enclosing with the letter

LIVEWORKSHEETS