Writing

A cover letter email

5 Read the text. Use the phrases in purple to complete it.

the work • to apply for • enjoy writing • and responsible • continue studying • like to • from working • currently in

New message

Recipients: Universal Computers CC CCO

Subject: Work experience position

Dear Sir/Madam,

I am writing (1) ... a work experience position at Universal Computers.

I am 16 years old and (2) ... Year 11 at Highfields School in Lincoln. If I get good grades in my GCSE exams, I will (3) ... next year. In the future, I would (4) ... study Computer Science at university.

My favourite school subject is ICT and I (5) ... computer code. I am hard-working (6) ..., and I am sure that I would learn a lot (7) ... with your company.

I would be very grateful if you could send me more information about (8) ... experience position. I am attaching my CV and a reference from my ICT teacher. I am available for an interview.

I look forward to hearing from you.

Yours faithfully,

Grace Johnson

Send

6 Read again and answer the questions.

1. Why is Grace writing to Universal Computers?
2. What does Grace want to do in the future?
3. What relevant skill does Grace have?
4. What personal qualities does she have?
5. What is she attaching to her mail?

LOOK!

Formal language in a letter of application:
Dear Sir/Madam.
I am writing to apply for ...
I would be very grateful if you ...
I am attaching ...
I look forward to hearing from you.
Yours faithfully.

7 Order the words to make sentences.

1. look / I / hearing / to / you / forward / from .
2. for / I / am / to / your café / apply / a job / writing / in .
3. some information / I / very grateful / if / would be / you could / send me .
4. I / my / am / CV / attaching .
5. available / am / I / attend / an interview / to .

Writing Task

1 Plan

Make notes for a cover letter email to apply for a job at a local company and include:

Introduction: *name of the company, reason for writing*

Personal information: *age, school studies, future plans*

Qualifications: *favourite school subjects, relevant skills, personal qualities*

Additional information: *extra information you want to include*

2 Write

Use the text, your notes and this structure:

Paragraph 1: Introduction
Paragraph 2: Personal information
Paragraph 3: Qualifications
Paragraph 4: Additional information

3 Check

- ☐ the first and second conditionals, gerunds and infinitives
- ☐ the world of work, work verbs
- ☐ expressions for job application cover emails / letters

LIVEWORKSHEETS