

**2** Read the cover letter in reply to the ad on page 52. Match the information (a–i) with the parts of the letter. What information (if any) can you leave out if you send the letter as an email?

9125 West 6th St., Coral Springs, Ohio 68776 —  
(227) 752-4446 —  
July 7, 2017 —

Angela Jones, NHN TV

8334 Bruce St. —

Brownsville —

Rhode Island 42935 —

Dear Ms. Jones,

I am writing in reply to your advertisement in the *Daily Herald* for the position of Assistant Researcher.

I will graduate with a degree in Digital Media this month from Cleveland University. I have experience in film production and post-production as I have worked part-time at my university television station for the last year.

I consider myself to be hard-working and organized in my work. As part of my job with the university television station, I was responsible for planning schedules and program archiving.

I am available for an interview at any time and available to start work at the beginning of August. I am willing to relocate if necessary.

I am enclosing my resume, which gives full details of my qualifications, work experience, and skills as well as my contact information.

Thank you very much. I look forward to hearing from you.

Yours sincerely,



Mark Nolan

 a a reference to your resume  
b the date  
c the name and address of the person you are writing to  
d the reason for your letter  
e your address  
f your phone number  
g your qualifications  
h your relevant experience  
i your skills