7. ***Listen to the following tips about how to write a cover letter when applying for a job. Fill the gaps in the summary using no more than THREE words.***

Tip 1

Address the cover letter to a _____ person, generally the person in charge of the department you're applying to or the _____ in charge of the interview.

Tip 2

Avoid simply repeating the information in your résumé. Instead, use your cover letter to introduce and highlight your _____, curiosity, and your _____ in the field you're applying to work in.

Tip 3

Keep it short, simple and _____, definitely no more than one page, and probably closer to half a page; three paragraphs should do the trick. Resist the _____ to ramble on, and instead _____ right into the interesting parts.

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