

A COVER LETTER

1. What is a cover letter? Read the definition.

A cover letter is a document submitted to an employer with a job application. It explains the applicant's credentials and interest for a specific position. It is often sent with another document, the CV with the purpose of finding a job.

2. Read the example of a cover letter and pay attention to the formal structure.

Your address:

Date:

Name:

Organization name/company:

Address:

City and zip code:

Country:

Dear Mrs Webber,

I am writing in response to your advertisement published last week in the magazine *The Job*. I think I am highly qualified for the post of sales accountant that you are offering. I have previously job experience and of course leadership skills.

Moreover, I have experience in the finance department and customer service. That is why I think this post will suit me well. In my previous job I was recognized as a good salesperson but I would like to improve my career and work with you, one of the most well known top marketing companies nowadays in this business.

I have recently seen on your company's website that working for you will be the best option for improving my skills in sales because your staff is hugely prepared and this is very important in such a highly competitive field like this one.

I am currently available but I look forward to contacting you as soon as possible with the chance of having an interview. If you have any questions, you may reach me via mobile phone 985283019 or email: tartt@email.com. I appreciate that your time is valuable and I would be grateful for any advice you may have for me.

Thank you very much for your consideration,

Sincerely yours,

Name



3. Answer the questions about the cover letter you have above.

1. What job is she/he applying for?
2. What kind of company does he/she want to work for?
3. Which are his/her best skills?
4. Which is his/her previous work experience?
5. Is she/he working currently?
6. Why does he/she want to work there?

4. Are these statements true or false:

1. Your cover letter should be no more than 1 page...TRUE / FALSE
2. You can use contracted words....TRUE / FALSE
3. Your cover letter should be addressed to the company's name e.g. Dear Google...TRUE / FALSE
4. You only need a cover letter when a job posting specifically asks for one....TRUE / FALSE
5. Your cover letter mustn't have any spelling mistakes....TRUE / FALSE
6. One good cover letter will work for every employer....TRUE / FALSE

5. Translate these formal words into your language.

1. I am writing in response to
2. This post **will** suit me
3. I want to improve my skills in
4. **I** am currently available
5. I look forward to contacting you
6. You may reach me via email
7. I would be grateful for any advice you may have for me