

## A cover letter - job application

Read how to write a letter of application for a job. Then order parts of the letter.

<https://english-online.pl/list-motywacyjny-angielski/>

<https://aleklasa.pl/c337-angielski/c359-formy/letter-of-application>

Dear Sir/Madam,

Paragraph 1: \_\_\_\_\_

Paragraph 2:

\_\_\_\_\_

Paragraph 3:

\_\_\_\_\_

Paragraph 4: \_\_\_\_\_

Paragraph 5:

\_\_\_\_\_

Say that you are the best candidate for this post and mention some other important qualities and skills like teamwork skills, the ability to work under pressure, problem solving abilities, etc.

Introduce yourself as a candidate for this job (Say why you are interested in this job, mention your qualifications, experience, plans, prospects)

Thank the recruiters for considering your application and write a formal ending:

*Thank you for considering my application.*

*I look forward to hearing from you.*

*Yours faithfully,*

Say how they can contact you and when you are available for a job interview.

Say **why** you are writing, **where** and **when** you found the advertisement.

## Finish the phrases and sentences:

I would like to apply for the position of ... \_\_\_\_\_

I found the advertisement in ... \_\_\_\_\_

I graduated from ... \_\_\_\_\_

I believe I am well suited for this position as ... \_\_\_\_\_

My skills include ... \_\_\_\_\_

I have experience in ... \_\_\_\_\_

As far as my experience is concerned, ... \_\_\_\_\_

I believe I am the best candidate for this job... \_\_\_\_\_

Thank you ... \_\_\_\_\_

I look forward ... \_\_\_\_\_

Yours .... \_\_\_\_\_

the ability to work under pressure, problem solving abilities and basic IT skills.

faithfully,

a local job centre on September 1st.

for considering my application.

worker in your tourist agency.

R. Traugutt General Secondary School in Częstochowa.

I have all the experience and abilities that you are looking for.

I worked part-time for the local old people's house for 2 months.

taking care of elderly people.

to hearing from you.

because I possess the energy and good communication skills which you are looking for.