

COVER LETTER

☐	I look forward to your reply
☐	Yours faithfully
☐	I am writing to apply for the position
☐	Please find enclosed
☐	I consider myself to be
☐	I am available
☐	which was advertised
☐	would be a useful experience
☐	I recently obtained

WANTED

Student to work part-time in college bookstore Mon-Fri evenings.
Are you friendly and patient? Do you enjoy working with the public?
Send cover letter and résumé to: thebookstop@barns.ac.com

How to write a cover letter:

Plan

- Para 1:** opening remarks, reason for writing (*I am writing to... which...*)
Para 2: current activity, qualifications, reason for wanting the job
(*I am ... years old and ... degree, I am considering .../I feel that ...*)
Para 3: experience
Para 4: personal qualities (*I have ..., Last ..., I consider myself to be ...*)
Para 5: when available for interview, closing comments (*Please find ..., I am available ..., I look forward ...*)

Writing Tip

Letter writing - formal style

To write a formal letter you need to use:

- full forms *I am writing to ...*
(NOT: ~~I'm~~ writing to ...)
- advanced vocabulary and set phrases
Please find enclosed a copy of my résumé.
- formal greetings and endings *Dear Sir/Madam* → *Yours faithfully* (when you don't know the name of the person you are writing to) *Dear Mr./Mrs./Miss Smith* → *Yours sincerely* (when you know the name of the person you are writing to)