

Writing an effective final paragraph

The final paragraph of your cover letter should round the letter off, leaving the reader with a positive impression of your application and a desire to interview you.

5 a In pairs, decide whether the following statements are True (T) or False (F).

- 1 The final paragraph should express willingness to provide any further information that the reader may want. ___
- 2 It is not necessary to mention any items (including the CV) you are enclosing/ attaching. ___
- 3 It is polite to thank the reader for their time and consideration. ___
- 4 The final paragraph may actually consist of two short paragraphs. ___

b Look back at the cover letters on pages 35 and 39. Did Jane and Hanna follow this advice?

c Read the following paragraphs taken from British and American cover letters. What differences in style do you notice?

1 I look forward to hearing from you in the near future to schedule an interview at a time convenient to you. During the interview I hope to learn more about your company's plans and goals and discuss how I might contribute to the success of the service team.

Sincere regards,

2 Should you have any queries regarding my application, or require any further information, please do not hesitate to contact me. I would like to thank you in advance for your time and consideration.

I look forward to hearing from you.

Yours faithfully,

3 I know that CVs help you to sort out the probables from the possibles, but they are no way to judge the personal calibre of an individual. I would like to meet you and demonstrate that along with the credentials, I have the personality that makes for a successful team player.

Yours truly,

4 You will find enclosed a copy of my curriculum vitae, which gives further details of my education and my career to date. I would welcome the opportunity to discuss my professional history and qualifications with you in greater detail.

Thank you in advance for your consideration.

Yours sincerely,

d In pairs, discuss the following questions.

- 1 Which extracts most closely follow the advice in Exercise 5a?
- 2 Which approach do you prefer and why?
- 3 Which approach would be most suitable for the country you are applying for work in?
- 4 What, if anything, would you need to change if you wanted to use one of these paragraphs in your own cover letter?

e Read the following final paragraphs. What do you think is good or bad about them?

1 My experience and other technical skills are too extensive to be listed here. I would appreciate the opportunity to meet with you to discuss my credentials at your earliest convenience.
I look forward to hearing from you.

2 I would welcome the opportunity to discuss with you how I might contribute to your company in fulfilling its present goals. I will be available for appointment from 1st July.
Thank you in advance for your consideration.

f ▶ 3.4 Listen to recruitment consultants, Grace and Oliver, discussing the extracts in Exercise 5e. What advice do they give? Do you agree with their comments?

g Think of a specific job you would like to apply for. Write your own closing paragraph using the phrases in the box and ideas from this section.

I look forward to hearing from you.
I would welcome/appreciate the opportunity to ...
Please do not hesitate to contact me.
should you have/require ...
Thank you in advance for your time and consideration.