

Using appropriate language

Whether applying online or sending your cover letter through the post, it is important to write using appropriate language. Although informal language may sometimes be acceptable in cover letters, more formal alternatives will create a more professional impression.

6 a Complete the following table using the words in the box.

about additional contact employer employment ensure give
looking more receive request require show talk about tell want

Informal		Formal
get	→	1 <u>receive</u>
extra	→	2 _____
3 _____	→	would like
need	→	4 _____
5 _____	→	discuss
get in touch with	→	6 _____
7 _____	→	concerning/regarding
make sure	→	8 _____
9 _____	→	provide somebody with
10 _____	→	inform
boss	→	11 _____
12 _____	→	further/greater
13 _____	→	searching
ask for	→	14 _____
work/job	→	15 _____
16 _____	→	demonstrate

b Complete the following sentences using the formal words in Exercise 6a. In sentences 4 and 5, why is *should* used instead of *if*?

- 1 I am writing in response to our telephone conversation on 9th May regarding the secretarial vacancy.
- 2 I have recently graduated with a Master's degree in computing and am currently _____ for suitable _____ in the electronics field.
- 3 I would appreciate the opportunity to meet you, where I could _____ my skills, capabilities and professional experience in _____ detail.
- 4 I would be happy to _____ you _____ further references should you require them.
- 5 Should you _____ any _____ information _____ my application, please do not hesitate to _____ me.

c Rewrite the underlined sections of the following sentences using more appropriate formal language. Try to use the word in brackets.

- 1 I am writing about your ad for a Business Development Manager in *The Economist*. (response) in response to your advertisement
- 2 I am writing to ask if you've got any vacancies at the moment in your human resources department. (currently) _____
- 3 I am writing to apply for the financial administrator job. (position) _____
- 4 As you will see from my CV, my experience and qualifications are what you're looking for. (requirements) _____
- 5 The manager of your Milan Branch told me to get in touch with you about the opening for a media consultant. (recommended) _____
- 6 Here's a copy of my CV, and I look forward to an opportunity to demonstrate how my professional experience and skills would benefit Star Electronics. (attach) _____
- 7 If you need any more info about my application, please do not hesitate to contact me. (should) _____
- 8 Thanks for your time and consideration. (would) _____

d The following extract from a cover letter is too informal. Rewrite the extract using appropriate formal language.

Dear Sarah,

I saw your advert for a job as a secretary on the Internet last week. I want to apply for the job.

I've been working as a secretary at Gordon's Financial Services in Barcelona for the last three years, but I'm looking for a new job in Milan because my husband has just got a new job with his company in Milan.

I've heard a lot about your company. I think it's one of the biggest financial service companies in Milan. I've worked for years in this area (over six years) and think that this has given me the experience that your company needs.

If you want to meet to talk about how my skills and experience can benefit your company in the future, I would be happy to come in and meet you.

Kind regards, Jane