

Look at the cover letter and do the exercises to improve your writing skills.

Preparation

Match the vocabulary with the correct definition and write a–h next to the numbers 1–8.

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|--------|--------------|----|---|
| 1..... | an insight | a. | connected with taking care of the health of animals |
| 2..... | hands-on | b. | a clear, deep understanding of a difficult problem or situation |
| 3..... | a sanctuary | c. | extremely useful |
| 4..... | expertise | d. | to make stronger |
| 5..... | veterinary | e. | practical, that involves doing rather than just reading or learning about something |
| 6..... | to reinforce | f. | not shared with anyone else |
| 7..... | sole | g. | high level of knowledge or skill |
| 8..... | invaluable | h. | a safe place where animals can be protected |

10 High Street
Newtown
N99 9AZ
28th February

Dear Sir or Madam,

I am writing to you to express interest in the voluntary work placement at your animal sanctuary which I saw advertised on your website.

I am eighteen years old and in my final year at secondary school, due to sit my A levels next summer. I am planning on taking a degree in veterinary science at university and have received two conditional offers. As you will see from my CV, I have always shown an interest in working with animals and have relevant experience from voluntary work which I carried out at a local dogs' home. In this position I had sole responsibility for taking care of some dogs' daily needs, such as feeding, cleaning and exercise. In addition to this, I regularly spend time on my uncle's farm throughout the year and usually help him take care of the animals. This hands-on experience has reinforced my decision to seek a career working with animals. Both the dogs' home and my uncle would be willing to provide references.

I am hard-working, punctual and willing to help out with any kind of job at the sanctuary. My decision to undertake a degree in veterinary science confirms my interest in and commitment to the field. I am certain that experience working at your animal sanctuary will provide an invaluable insight into working with animals and a unique opportunity to acquire a range of skills and expertise.

I hope I have shown that I am an ideal candidate for this position and please find attached my CV.

I look forward to hearing from you.

Yours faithfully,

E. Jones

Emily Jones

Top Tips for writing

1. Begin and end the letter appropriately.
 - Beginning: Dear Sir or Madam with no name – Closing: Yours faithfully
 - Beginning: Dear Mr / Mrs / Ms + surname – Closing: Yours sincerely
2. Give a clear reason for writing.
 - I am writing with regard to ... / to enquire about ... / to apply for ... / to express interest in ...
3. Use linking words to join similar ideas into paragraphs.
4. Include a summary comment near the end of your letter.
 - I hope you will find this information useful.
 - I would be very grateful for your assistance in this matter.
5. Close your letter with a set phrase.
 - I look forward to hearing from you.

4. _____ this position I was responsible _____ taking care
_____ the dogs' daily needs.
5. Undertaking a degree _____ veterinary science confirms my interest
_____ and commitment _____ the field.
6. Working _____ your animal sanctuary will provide an invaluable insight
_____ working with animals.

3. Check your understanding: gap fill

Complete the sentences with the correct form of the word in brackets.

1. There are several _____ online for a variety of work placements. (advertise)
2. She's always known that she wants to work as a _____ after university. (science)
3. He has an _____ offer from medical school, which means he's definitely got a place, whatever his exam results. (condition)
4. Learning music is interesting, but it's _____ to what I want to do at university. (relevant)
5. At the animal sanctuary I had sole _____ for looking after the birds. (responsible)
6. She _____ spends time helping out on her uncle's farm. (regular)
7. My time helping out at the animal sanctuary _____ my decision to become a vet. (reinforcement)
8. Hands-on experience provides an _____ insight into any profession. (value)
9. It was a unique opportunity to acquire new skills and _____. (expert)
10. My previous employers would be willing to provide _____ to support my application. (refer)

4. Check your understanding: multiple selection

Choose the six things you should include in a cover letter. Tick (✓) all the correct answers.

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|-------|--|
| | Which job you are applying for and how you found out about the vacancy |
| | Brief biographical details |
| | Your experience and personal qualities related to the job |
| | Your negative personal qualities |
| | Your motivation for applying |
| | Why you left your previous job |
| | Your salary expectations |
| | A complete list of your exam results and qualifications |
| | What you can offer the company if they give you the job |
| | What other documents you are attaching or enclosing with the letter |