

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.

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.Receive
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