

Student's name: \_\_\_\_\_

#### 4 E- I am enclosing my resume

\*enclose: **to send something in the same envelope or parcel as something else:**

***Please enclose a curriculum vitae with your application.***

1. Have you ever applied for a job in these ways?

- a resume
- a letter
- a personal contact
- a phone call
- an application form

2. Read the cover letter. Choose the information it includes. What (if anything) can you omit if you send an email?

14 Washington Street  
Brighton, MA 02135  
June 7, 2014

NHN TV  
1200 Commonwealth Ave.  
Boston, MA 02101

Dear Sir or Madam,

I am writing in reply to your advertisement in the Daily Herald for the post of Research Assistant. I will graduate in Digital Media this month from Boston University. I have experience in video production and post-production, having worked part-time in the university television station for the last year.

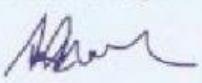
I consider myself to be hard-working and organized in my work. As part of my job, I was responsible for planning schedules and archiving past programs.

I am available for an interview at any time and can start work after July. I am willing to relocate if necessary.

I am enclosing my resume that gives full details of my education, work experience, and skills as well as my contact details.

I look forward to hearing from you.

Yours sincerely,

  
Mani Banerjee

a reference to your resume  
the date  
the name and address of the person you  
are writing to  
the reason for your letter  
your address  
your interest in the position  
your phone number  
your education, experience, and skills

3. Compare the letter to the style you use in your country. Answer the questions.

- a. Is the layout different? How?
- b. Does it include the same information?

c. Is the information in the main part of the letter sequenced in the same way?

A formal letter in English uses these conventions. Write examples of each one in the letter.

- concise sentences
- formal phrases to begin sentences
- no contractions

- standard opening and closing phrases

Rewrite these sentences in a more formal style.

- I'm finishing my degree soon.
- Give me a call.
- I was looking through the paper and I saw your ad, and I thought it looked really interesting.
- My phone number is on my resume, which I've also sent you.
- I'll be free in August.

### **Job interview video**

Watch the video and choose True or False.

### **Vocabulary**

accounting: the job of being an accountant

bank teller: a person whose job is to pay out and take in money in a bank

salary range: the range of pay established by employers to pay to employees performing a particular job or function

Mr. Wang grew up in Japan and studied accounting.

He had experience working in an accounting firm before going to the United States.

Challenges encourage him to move on.

His biggest strength is being conscientious in his work.

One of his weaknesses is trying to solve everything by himself.

He would be comfortable with a salary range of \$25.000