

2. Check your understanding: gap fill

Complete the sentences with a preposition from the box.

at	at	for	from	in		
in	in	In	in	into	of	on
to		to		to		with

1. I am writing _____ you with regard _____ the voluntary work placement.
2. I am planning _____ doing a degree _____ veterinary science _____ university.
3. As you will see _____ my CV, I have always shown an interest _____ working _____ animals.
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.

.....	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