

Cover letters part 2

Cover Letters 1

Fill in blanks using the words below

Requirements – resume – consider – position – relate – advertisement – superiors – interested – experience – interview – current – available – application – define

Dear Sir or Madam,

Your _____ in 'The Time news' for the _____ as a teacher sparked my interest.

Please find the details of my _____ for the position in the enclosed _____ and let me briefly explain how I can contribute to your department.

With over 15 years of _____ in teaching English and French in Paris, Norwich and Inverness, I believe my qualifications would match your _____. In my _____ position I manage a team whose main purpose is to find the best way to teach different languages to young pupils. My _____ and the students' parents have recognized that I have found an easy method which develops my students' skills.

I would _____ myself as serious and dynamic, I am able to _____ well to people and believe it is time for me to move to a university like yours in order to pursue my teaching career and to bring my best to your students.

If you are _____ or if you have any questions I am _____ for a recruitment _____.

I thank you for taking the time to _____ my résumé and I am looking forward to hearing from you soon.

Yours faithfully.

Bridget Smith

Cover Letters 2: Useful phrases

a) Choose the correct answer

Dear Mr Saleh,

I am writing to (apply/ask/request)_____ for the position of Editorial Assistant which was (shown/advertised/presented)_____ in the latest edition of Gulf News.

I am currently (worked/employed/used)_____ by a Market Research company as a research assistant, but am keen to (want/pursue/take)_____ a career in publishing, because I enjoy reading and write my own poetry.

As you will notice on the (included/mentioned/attached) _____ CV, I graduated in European Literature. At University I gained considerable (experiment/expression/experience)_____ working on the student magazine, so I am (familiarized/familier/familiar)_____ with editing techniques. I work well under (anxiety/demands/pressure)_____ and enjoy working in a team. In addition, I speak English (excellently/fluent/strongly)_____.

I would be (available/around/accessible)_____ for interview from next week. Meanwhile, please do not (hesitate/wait/stop)_____ to contact me if you require further information.

I look forward to hearing from you.

Yours sincerely,

Margaret Roan

b) Matching

advertised
to apply
to pursue
to work well under pressure

to be able to keep calm and do a good job in difficult situations
to have, to chase, to follow
to ask in a formal way to be considered for a job
made known to people

Covering Letters 3: Matching skills with jobs**a) Matching**

a national newspaper
a financial environment
social events
travel itineraries
interpersonal skills
catering

an ability to get on well with people
a newspaper sold across a country
details of journeys showing when and how someone will get to certain places
occasions where people can relax and have fun together
the business of providing and serving food and drinks
a place where money plays an important role e.g. banks, accounting departments

b) Who's who?

A number of vacancies for various jobs were advertised in the appointments page of a national newspaper.

Listen to these extracts from different covering letters.

Can you match them to the appropriate vacancies?

Hotel Manager _____ Science Teacher _____

Personal Assistant _____ International Marketing Manager _____

Recruitment consultant _____

Covering Letters 4: Style (part 1)**a) Matching**

Informal
Slang
idiomatic language
complex

complicated, not simple
relaxed, friendly
impolite words and language
language using groups of words which have a certain meaning that is different from the ordinary meaning of each individual word

b) True or False

Decide whether the following tips for writing covering letters are true or false.

1. The letter should be as friendly and informal as possible - True / False?
2. You should avoid slang & idiomatic language - True / False?
3. Your sentences should be long and complex - True / False?
4. It is fine to use contracted forms (e.g. I'm, it's) - True / False?
5. Emotive words (wonderful, great, terrible) should be avoided - True / False?

Covering Letters 5: Style (part 2)

Here are some common phrases you might use when applying for a job. However, the prepositions are missing - type out the correct ones choosing words from the table below.

to of under in for

I would like to apply _____ the position. If you would like to discuss this _____ more detail

I enjoy working _____ pressure I was _____ charge

I was responsible _____ With reference _____