

## **Cover letters part 2**

### **Cover Letters 1**

#### **Fill in blanks using the words below**

Requirements – resume – consider – relate – – superiors – interested – experience – interview – current – available – app- define

Dear Sir or Madam,

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

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

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

I would define myself as serious and dynamic, I am able to relate 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 interested or if you have any questions I am available for a recruitment interview .

I thank you for taking the time to consider my resume 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 for the position of Editorial Assistant which was advertised in the latest edition of Gulf News.

I am currently employed by a Market Research company as a research assistant, but am keen to pursue a career in publishing, because I enjoy reading and write my own poetry.

As you will notice on the attached CV, I graduated in European Literature. At University I gained considerable experience working on the student magazine, so I am familiar with editing techniques. I work well under pressure and enjoy working in a team. In addition, I speak English fluently.

I would be available for interview from next week. Meanwhile, please do not hesitate to contact me if you require further information.

I look forward to hearing from you.

Yours sincerely,

**b) Matching**

advertised	made known to people
to apply	to ask in a formal way to be considered for a job
to pursue	to have, to chase, to follow
to work well under pressure	to be able to keep calm and do a good job in difficult situations

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

**a. Matching**

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

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

**a. Matching**

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

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

**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 for the position.      If you would like to discuss this in more detail

I enjoy working under pressure      I was in charge of

I was responsible for      With reference to