

LESSON 171

1007

Writing a cover letter

Please note: There are writing homework titles at the end of this book.

along with

availability

CV (curriculum vitae)

highlight

summarize

enthusiasm

A cover letter:

- is a formal letter that we send along with our CV when we apply for a job;
- is written for three main reasons: to say which job we're applying for, to persuade the reader that our CV is worth reading, and to let them know our availability for interview;
- should start (if we know the name of the person dealing with applications) with "Dear Mr Jones", not "Dear David" or "Dear David Jones"; and at the end, we should write "Yours sincerely". If we don't know the name of the person dealing with applications, we should start with "Dear Sir or Madam"; at the end, we should write "Yours faithfully".

1008

recall

put into practice

vacancy

(1) First, say you're applying for a job.

Dear Mr Jones

I am writing to apply for the position of Sales Assistant that I saw advertised in *the Daily Standard* on 14th July.

(2) If appropriate, say where and when you saw the advert for the position.

(3) Highlight and summarize any particularly relevant experience and skills from your CV.

As you can see from my CV, I already have over three years of retail experience, and have spent the last nine months working in a busy high-fashion sales environment.

Although I am currently employed, I feel that working for your company would offer me a new and exciting challenge. *I have always admired* the quality of the suits and other formal clothing you produce, and, as such, would be able to bring genuine enthusiasm to any role. Working in your outlet would also present me with an opportunity to put into practice the tailoring skills that I *acquired* whilst studying fashion at university.

(4) Show your enthusiasm for the company and job

(5) Mention any relevant abilities and personal qualities you have.

When dealing with people in the workplace, I *pride myself on* my *friendly and professional manner*, and customers *rely* on my high level of *attention to detail* to ensure they leave with the product best suited to their individual needs. I feel strongly that this is the main reason I have managed to build loyalty among my customers, some of whom return on a regular basis.

(6) Thank the company for considering your application

Thank you for taking the time to consider my application. I am *available to attend an interview at any time* and look forward to hearing from you in the near future.

(7) Mention your availability for interview

Yours sincerely
Michael White

What do we mean by a cover letter? By ... we mean a formal letter that we send along with our CV when we apply for a job

What are the three main reasons for writing a cover letter?

The ... to say which job we're applying for, to persuade the reader that our CV is worth reading, and to let them know our availability for interview

1009 When writing an application letter or email to someone called "David Jones", for example, how should we start the letter: "Dear David", "Dear David Jones" or "Dear Mr Jones"? When ... "Dear Mr Jones"

How can we start the letter if we don't know the person's name? If ... with "Dear Sir or Madam"

What's the first piece of information we should put in a cover letter?

The first ... why we're writing

Give me some examples, please

I am writing to apply for the position of ... I am writing to enquire whether you have any vacancies ...

What else should we say in the introduction paragraph? In the introduction paragraph, we should also say where and when we saw the advert for the position, if appropriate

In the main paragraphs of the letter, how can we persuade the reader to consider our application? In ... by highlighting and summarizing any particularly relevant experience and skills from our CV, and by showing enthusiasm for the company and job

What else can we do? We can mention any relevant abilities and personal qualities we have

How should we conclude the letter? We ... by thanking the company for considering our application, and mentioning our availability for interview

If we've used a name at the start of the letter, how should we finish it? If ... "Yours sincerely"

And how should we finish if we haven't used a name at the start? If ... "Yours faithfully"

1010 restrict coach regulation comply

Do you agree that mobile phone use on trains should be restricted to a limited number of coaches? Yes, ... - No, ...

And if such a regulation were established, do you think most people would comply with it? Yes, ... - No, ...

frown

When do people usually frown? People ... when they feel annoyed, when they're confused, or when they're concentrating hard

out of the question

Give me an example of the expression "out of the question", please.

I'm sorry; you can't borrow my car. It's totally out of the question. You've had too many accidents.

put out

go out

glow

barbecue

If you'd finished using a barbecue but the fire was still glowing, would you put it out with water, for example, or wait for it to go out on its own?

If ... I'd ...

1011

knock down

knock out

knockout

opponent

round

If a boxer manages to knock his opponent down easily in both the first and second round, can he reasonably expect to be able to knock him out fairly soon after? Yes, if ..., he can ...

What do we mean by a knockout competition? By a knockout competition, we mean one that consists of different rounds, and where only the winner of each match goes through to the next round.

vehicle

van

truck

rear

Name me some types of vehicles. Some types ... are cars, vans, lorries (or trucks), motor bikes, horse-drawn carts etc.

Why do some lorries have "long vehicle" written on their rear ends?

Some lorries ... to indicate to the vehicles coming behind that it will be difficult to overtake.

merely

Would you say learning to cook was merely a matter of following recipes?

Yes, ... No, ...

principal

principle

melody

How do we spell the word "principal" in the following sentence:
"The principal melody in this piece of music is known all around the world?"
p r i n c i p a l

1012

How do we spell the word "principle" in the following sentence:
"My basic principle in life is to treat everybody with respect?"
p r i n c i p l e

bride**groom (bridegroom)**

What do we call a woman and man on their wedding day? We call **the bride and groom (bridegroom)**.

orchestra**violin****trumpet****flute**

Name some instruments that we commonly hear in an orchestra.
Some instruments that we **... violin, trumpet, flute etc.**

on behalf of

Make a sentence with "on behalf of", please. Steve thanked the manager **on behalf of all the players** in the team.

site

What do we mean by a site? **By a site, we mean the place where something was, is, or will be.**

Do some large office buildings have restaurants on site? **Yes, ...**

What else is the word "site" used to refer to? **The word "site" ... a website.**

1013

hilarious**burst out laughing**

When people find something hilarious, what do they do? **When ..., they burst out laughing.**

survey**research****crucial****project**

What's a survey? **A survey is a form of research that involves asking many people questions in order to discover facts or opinions.**

Why is it crucial for companies to carry out customer surveys? **It's crucial ... as it provides them with important information for new or existing projects, such as the development of products and services.**

Word pool 2: revision exercise

For each sentence below, choose one word from the word pool that fits correctly in the gap.

knit	grieve	punch	dial	tease
spray	prohibit	illustrate	dominate	stab
yell	loathe	insert	perceive	demolish

- The boxer was so exhausted that he could hardly lift his hands to _____ properly.
As we were all fit, we easily managed to _____ the second half of the football match.
- Your ideas for any solution will depend on how you personally _____ the problem itself.
- If you know how to _____, it's really easy to make a scarf.
- If people keep making such a mess, we'll have to _____ eating and drinking in the building.
- 1014 She finished writing the book last month and now she's going to _____ it with drawings.
- Don't _____ at me about what's going on; it's got nothing to do with me!
- They may _____ the bridge if tests show it's not safe anymore.
- I absolutely _____ the way she talks to her colleagues; she's so rude!
- I can't see where I'm supposed to _____ the batteries in this machine.
- How did the killer manage to _____ the man in the stomach if there was no knife in the room?

- 12 To keep the plant healthy, you should _____ the leaves with water once a day.
- 13 If you need help, just _____ the numbers shown at the bottom of the page.
- 14 It's probably not a good idea to _____ him about his new haircut; he's really sensitive about it.
- 15 He continued to _____ over his grandfather's death for many months.