

A cover letter

a written message from one person to another, usually put in an envelope and sent by post.

a letter that contains information about the thing it is sent with.

a message or document sent using this system



6) I am
conveni

9) Best regard

Ruth Boswell

CV. 7) **I can come** for an interview at your
wait to hear from you.

career.
first aid and I
idea for me.

Last summer, I worked as a receptionist at the swimming pool and as a delivery person in the evenings.

5) **I think I'm** hard-working and enthusiastic. I am also good

I am also good at working with people. I feel that a summer job as a lifeguard

tionist at my local swimming

good at

working with people.

Here's a copy of my
experience. 8) I can't

ards,

Dear Sir/Madam,

1) **I want to apply for the job** of part-time lifeguard 2) **that I read about** in the Daily Gazette on Tuesday, 3rd April.

I am in my final year at sixth form college and am considering a

Dear Sir/Madam,

1) I want to apply for the job of part-time lifeguard 2) that I read about in the Daily Gazette on Tuesday, 3rd April.

I am in my final year at sixth form college and am considering a career as a PE teacher. 3) I just got a certificate in lifesaving and first aid and I feel that a summer job as a lifeguard 4) is a good idea for me.

Last summer, I worked as a receptionist at my local swimming pool and as a delivery person in the evenings.

5) I think I'm hard-working and enthusiastic. I am also good at working with people.

6) Here's a copy of my CV. 7) I can come for an interview at your convenience. 8) I can't wait to hear from you.

9) Best regards,

Ruth Boswell

previous work
experience

her favourite college
subject

her personal
qualities

what she looks
like

where she likes going on
holiday

her age and current
position

where she saw the
advertisement

when she can start
work

Letter writing. Formal style.

Rules:



- полные формы слова: *I am writing to ...* (**NOT:** *I'm writing to ...*)
- расширенный словарный запас и устойчивые фразы: *Please find enclosed a copy of my CV.*
- официальное приветствие и прощание: *Dear Sir/Madam or Dear Mr/Mrs/Miss Smith.*



Dear Sir/Madam,

1) I want to apply for the job of part-time lifeguard 2) that I read about in the Daily Gazette on Tuesday, 3rd April.

I am in my final year at sixth form college and am considering a career as a PE teacher. 3) I just got a certificate in lifesaving and first aid and I feel that a summer job as a lifeguard 4) is a good idea for me.

Last summer, I worked as a receptionist at my local swimming pool and as a delivery person in the evenings.

5) I think I'm hard-working and enthusiastic. I am also good at working with people.

6) Here's a copy of my CV. 7) I can come for an interview at your convenience. 8) I can't wait to hear from you.

9) Best regards,

Ruth Boswell

I look forward to your
reply

Yours faithfully

I am writing to apply for the
position

Please find
enclosed

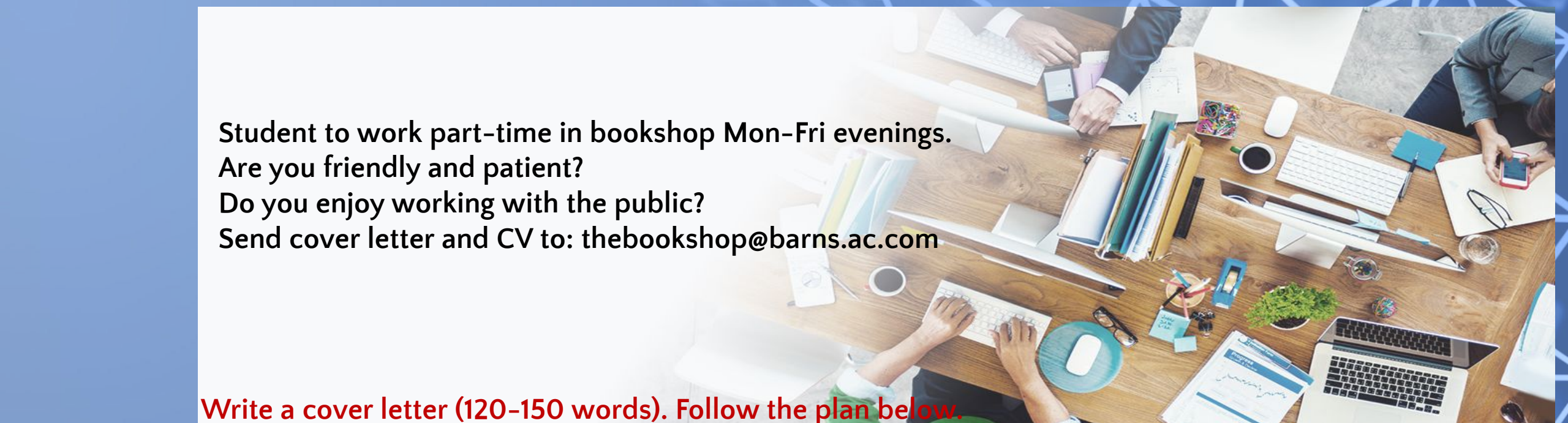
I consider myself
to be

I am
available

which was
advertised

would be a useful
experience

I recently obtained



Student to work part-time in bookshop Mon-Fri evenings.
Are you friendly and patient?
Do you enjoy working with the public?
Send cover letter and CV to: thebookshop@barns.ac.com

Write a cover letter (120-150 words). Follow the plan below.

Plan

- Para 1: opening remarks, reason for writing (*I am writing to... which...*)
- Para 2: current activity, qualifications, reason for wanting the job
(*I am... years old and... degree, I am considering.../I feel that...*)
- Para 3: experience
- Para 4: personal qualities (*I have... , Last... , I consider myself to be...*)
- Para 5: when available for interview, closing comments (*Please find... ,
I am available... , I look forward...*)