

Topic Job- hunting

1. Complete this introduction to cover letters using the words in the box.

Business employer position	complement interview well-focused	cover letter introduction	CV persuade
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What is a cover letter?

A (1) CV gives information about the educational qualifications and professional experience you have, whereas a (2) _____ explains why you want the job. A cover letter should (3) _____ not duplicate, your CV. The main purpose of a personalised cover letter is to (4) _____ the reader to read your CV and consider you for the vacant (5) _____.

A cover letter is often your earliest written contact with a potential (6) _____, creating a critical first impression. A well-written, (7) _____ cover letter demonstrates your written communication skills and will help you to get that all-important (8) _____.

The letter of application should follow the general guidelines for all (9) _____ letters. It should have an (10) _____, a main body, and a final paragraph.

2. A. Chose the phrases from the box into the most appropriate section below.

As you can see from my CV, ... I am particularly interested in this position ... I am writing in reply to your advertisement... I look forward to hearing from you. Currently, I am working as a ... I will be available for interview from...	With reference to your advertisement in ... I am in charge of ... I would be more than happy to discuss ... I am very keen to use my English ... Please do not hesitate to contact me for ... I have five years experience in this sector.
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OPENING

EXPERIENCE AND QUALIFICATIONS

REASONS FOR APPLYING

CLOSING THE LETTER

B. Look at the advertisement for a job and write a letter of application.

Happy Holidays

want **TOURIST GUIDE**

Are you over 18?

Do you like talking to people?

Do you know your town well?

Can you speak English?

Are you free from July to September?

Please write to

Peter Mann, Happy Holidays,

Central Office, 89 Brook Street,

LONDON W1 5FW