

# GOING PRO : Mission 3 – How to write a cover letter

**Final task** : You have seen a job offer on the Internet. Write a cover letter.

## 1) The different parts of a cover letter

Here are some tips for a good cover letter!

Read the tips (a–g) and match them with the correct place in Molly's letter (1–7).

**a → main paragraph**

Explain why you are the right person for this job

**b → closing greeting**

Use 'Yours sincerely' or 'Yours faithfully'  
your **signature**

**c → contact person**

If you have a contact person, write to them directly. If not, use *Dear Sir or Madam*

**d → address**

Write yours on the right and the address of the employer on the left. Don't forget the date!

**e → closing sentence**

**f → introductory sentence(s)**

Write clearly which job you are applying for

**g → availability (*disponibilité*)**

Write when you are available to work (you can also refer to your CV).

Molly Lehmann  
Weberkoppel 12  
80008 München

1 \_\_\_\_\_

Nelson International Hotels  
40 Waimea Road, 7010, New Zealand

27th February 2021

2 \_\_\_\_\_

Dear Mr Smith

3 \_\_\_\_\_

I would like to apply for the job of part-time receptionist at Nelson International Hotels which I saw on your website on 25th February.

4 \_\_\_\_\_

At the moment I am in the 9<sup>th</sup> grade at a Munich secondary school. I have experience of working with people in a clothes shop and always enjoy helping and talking to customers. My communicative skills could also benefit your customers and I consider myself an attentive and friendly assistant.

I currently also work as a babysitter which requires a lot of patience and responsibility. Reacting to their problems and being empathetic of their feelings is what I would consider one of my strengths. I am used to being flexible and working flexible hours, as the parents often call me spontaneously whenever there is someone needed to keep an eye on their children.

I have been studying English for almost 5 years now and I am quite fluent in written and spoken form, as my family has a lot of contact to refugees. I have gained a lot of experience in English conversations by helping them out and I am a quick learner and ambitious to improve my language skills even more. I therefore think I have the skills that are required to be a receptionist.

5 \_\_\_\_\_

I have school holidays in August and I can work at any time. I am attaching my CV and can provide references if you require them.

6 \_\_\_\_\_

I look forward to hearing from you.

7 \_\_\_\_\_

Yours sincerely

*Molly Lehmann*

## 2) Writing a cover letter

### Read the following cover letter and correct the mistakes.

You must :

- 1) cross out the elements which are not relevant in a cover letter.
- 2) add the elements which are missing according to you.

26, Washington Avenue  
Boston, Massachusetts  
17<sup>th</sup> July 2020

The Staff Manager,  
Davies Electronics Ltd  
The Ring Way,  
Manchester21

Hello Sir,

You should hire me for the temporary post of « Assistant-engineer » which was advertised in the “Evening News” of Saturday 9th May.

I am 26 years old and single and I am fond of music. I am an Algerian post-graduate student in the department of Physics of Manchester University, where I have been studying electronics for the last three years (it was fun). Before that, I was a student in Physics and Electronics at Algiers’ University for three years where I graduated four years ago. I prefer electronics to physics.

While I was studying in Algiers, I had some compulsory industrial experience every year with Algerian firms. Unfortunately, some experiences were not very interesting.

I did not work after graduation because I decided to travel for a few weeks but last month, in Manchester, I visited various Electronics firms and I realized I was ready to start working.

If there are any other details which you require I shall be glad to supply them.

See you soon,

Rachid Benrabah

**Complete the blanks in the letter with the following expressions:**

Yours faithfully - at present I am working - I am writing to you -  
find my resume enclosed - as you can see from my CV - Dear Sir or Madam -  
I look forward to hearing from you - I think I am suitable for this job -  
available for an interview - In addition to this

Emily Jones  
970 King Street  
London  
W93 6UH

Farm animal rescue sanctuary  
51 Henley Street  
Stratford-upon-Avon CV37 0HQ,

28th February 2021

\_\_\_\_\_,  
\_\_\_\_\_ to express interest in the voluntary work placement at  
your animal sanctuary which I saw advertised on your website.

I am eighteen years old and \_\_\_\_\_ as a student. I am in  
my final year at secondary school, due to sit my A levels next summer. I am planning on  
taking a degree in veterinary science at university.

\_\_\_\_\_, I have always shown interest in working with animals  
and have relevant experience from voluntary work which I carried out at a local dogs'  
home. In this position I had sole responsibility for taking care of some dogs' daily needs  
such as feeding, cleaning and exercise. \_\_\_\_\_, I regularly spend  
time on my uncle's farm throughout the year and usually help him take care of the  
animals.

I am hard-working, punctual and willing to help out with any kind of job at the sanctuary. I  
am certain that experience working at your sanctuary will provide a unique opportunity to  
acquire a range of skills and expertise. My decision to undertake a degree in veterinary  
science confirms my interest in and commitment to the field. For all these reasons,  
\_\_\_\_\_.

Please \_\_\_\_\_. If you are interested in my  
profile, I am \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Emily Jones

**Circle the right word (2 options possible sometimes):**

Akiko Tanaka  
52 Orchard Street  
London  
W2 3BT  
Mobile : 07960 999999  
E-Mail : akiko9999@hotmail.com

Fortnum & Mason's  
181 Piccadilly  
London  
W1A 1ER

3 August 2020

Dear Sir/Madam,

**Re : Job as a part-time sales assistant (reference : JBW5014)**

I would like to candidate / apply / postulate for the job of part-time sales assistant in the food section of Fortnum & Mason's In Piccadilly, as advertised / read / publicity in « Recruit Now » on 2 August. Please find joined / enclosed / attached a copy of my CV / resume / profile.

My previous jobs include two years as a sales assistant in an organic food shop in Japan. This has give / given / gave me experience of dealing with customers, as well as cashier competences / skills / abilities and a basic acceptance / knowledge / event of food retailing.

I live / lived / have been living in London for / since / ago last September, and am actually / currently / now studying English at a language school. I have good English communication skills (recently I passed the Cambridge First Certificate in English exam). My fluency in Japanese may be useful / useless / intelligent when dealing with your Japanese customers.

I am an enthusiastic worker, and enjoy work / working / worked in a team. My student visa entitles me to work up to 20 hours per / for / a week (or longer during my school holidays), and I could start work immediately.

I would welcome the choice / opportunity / appointment to discuss the job vacancy with you on the telephone or at an entertainment / interview / meeting. I can be contacted most easily on my mobile telephone or by e-mail (see details at the top of this letter).

Yours faithfully / Yours sincerely / Yours cordially.

*Akiko Tanaka*



Degré 1

# HOW TO WRITE YOUR COVER LETTER

## OPENING

Dear Sir or Madam  
Dear Mr. O'Brien

Madame, Monsieur  
M. O'Brien

## REASON FOR WRITING

I am interested in the position of ...

Je suis intéressé.e par le poste de ...

## GENERAL INFORMATION (job, studies...)

At present, I am working ...

En ce moment, je travaille ...

## YOUR EXPERIENCE

I did a few internships in various companies.

J'ai réalisé quelques stages dans différentes entreprises.

I learnt how to ...

J'ai appris à ...

## YOUR QUALITIES AND SKILLS / Why you are the best for this position

I am ... (+verbe)

Je suis ...

I can ... (+verbe)

Je peux ...

I know how to ... (+verbe)

Je sais ...

I am good at ... (+Ving)

Je suis doué.e pour ...

## YOUR AVAILIBILITIES / CV

If you want to contact me, I am free for an interview.

Si vous voulez me contacter, je suis libre pour un entretien.

## CLOSING COMMENTS / SIGNING OFF

Yours sincerely

Cordialement

Check your knowledge : <https://learningapps.org/display?v=ps17m26m224>





Degré 2

# HOW TO WRITE YOUR COVER LETTER

OPENING	
Dear Sir or Madam Dear Mr. O'Brien	Madame, Monsieur M. O'Brien
REASON FOR WRITING	
I am interested in the position of ...	Je suis intéressé.e par le poste de ...
I wish to apply for the position of ...	Je souhaite postuler pour le poste de ...
GENERAL INFORMATION (job, studies...)	
At present, I am working ...	En ce moment, je travaille ...
I am currently working as a ...	Je travaille actuellement en tant que ...
YOUR EXPERIENCE	
I did a few internships in various companies.	J'ai réalisé des stages dans différentes entreprises.
I learnt how to ...	J'ai appris à ...
YOUR QUALITIES AND SKILLS / Why you are the best for this position	
I consider myself to be ...	Je me considère comme étant ...
I can ... (+verbe)	Je peux ...
I know how to ... (+verbe)	Je sais ...
I am good at ... (+Ving)	Je suis doué.e pour ...
I am also able to ... (+verbe)	Je suis aussi capable de ...
I think I would be the ideal candidate because ...	Je pense que je suis le candidat idéal parce que ...
YOUR AVAILIBILITIES / CV	
If you want to contact me, I am available for an interview at any time.	Si vous voulez me contacter, je suis disponible pour un entretien à tout moment.
Please find my CV attached.	Vous trouverez mon CV en pièce jointe.
CLOSING COMMENTS / SIGNING OFF	
Thank you for taking the time to consider my application.	Merci de prendre le temps de considérer ma candidature.
Yours sincerely.	Cordialement

Check your knowledge : <https://learningapps.org/display?v=ps17m26m224>





Degré 3

# HOW TO WRITE YOUR COVER LETTER

## OPENING

Dear Sir or Madam  
Dear Mr. O'Brien

Madame, Monsieur  
M. O'Brien

## REASON FOR WRITING

I am interested in the position of ...

Je suis intéressé.e par le poste de ...

I wish to apply for the position of ...

Je souhaite postuler pour le poste de ...

I am writing to express my interest in the position of ...

J'écris pour exprimer mon intérêt pour le poste de ...

I am writing in response to your advertisement for ...

Je vous écris en réponse à votre annonce pour ...

## GENERAL INFORMATION (job, studies...)

At present, I am working ...

En ce moment, je travaille ...

I am currently working as a ...

Je travaille actuellement en tant que ...

For the past three years, I have been studying ... at Michelet vocational school.

Depuis trois ans, j'étudie ... au lycée professionnel Michelet.

## YOUR EXPERIENCE

I did a few internships in various companies.

J'ai réalisé des stages dans différentes entreprises.

I learnt how to ...

J'ai appris à ...

As you can see from my CV, I worked for ... company in September 2024 where I had the opportunity to ...

Comme vous pouvez le voir sur mon CV, j'ai travaillé pour l'entreprise ... en septembre 2024, dans laquelle j'ai eu l'opportunité de ...

## YOUR QUALITIES AND SKILLS / Why you are the best for this position

I consider myself to be ...  
I would define myself as a ...

Je me considère comme étant ...  
Je me définirais comme ...

I can ... (+verbe)

Je peux ...

I know how to ... (+verbe)

Je sais ...

I am good at ... (+Ving)

Je suis doué.e pour ...

I am also able to ... (+verbe)

Je suis aussi capable de ...

I think I would be the ideal candidate because ...

Je pense que je suis le candidat idéal car ...

I believe I am suitable for this job because...

Je pense que je conviens à ce poste parce que...

I believe my qualifications would match your requirements.

Je crois que mes qualifications (compétences) correspondraient à vos exigences.

## YOUR AVAILIBILITIES / CV

If you want to contact me, I am available for an interview.

Si vous voulez me contacter, je suis disponible pour un entretien.

If you wish to contact me, feel free to do so. I am available for an interview at any time.

Si vous souhaitez me contacter, n'hésitez pas à le faire. Je suis disponible pour un entretien à tout moment.

Please find my CV attached.  
Please find my resume enclosed.

Vous trouverez mon CV en pièce jointe.

## CLOSING COMMENTS / SIGNING OFF

Thank you for taking the time to consider my application.

Merci de prendre le temps de considérer ma candidature.

I look forward to hearing from you.

J'attends de vos nouvelles avec impatience.

Yours sincerely.  
Yours faithfully.

Cordialement



## MA FICHE recap

Opening

.....

Reason for writing (*job / advertised...*)

.....  
.....

General information (*age / studies / school or job*)

.....  
.....

Work experience (*internships / previous jobs*)

.....  
.....

Skills and qualities (*in relation to the job you are applying for*)

.....  
.....  
.....

CV / Availability

.....  
.....

Closing comments / signing off

.....  
.....





**Read these qualities and skills. Tick five of your best personal qualities and skills:**

- I am attentive to remarks and I am good at following instructions.
- I am organized and I can plan things carefully.
- I can take initiatives but I also ask questions when I don't understand.
- I can pay attention to details.
- I can deal with problems fast.
- I can adjust to new situations.
- I am communicative and I can work well with others.
- I am supportive and I enjoy helping co-workers.
- I am inventive, I like making and inventing new things.
- I can work well under pressure.
- I am patient and I always have a positive attitude.
- I am fond of new experiences and new challenges.
- I accept remarks easily and respect hierarchy.
- I am assertive and I can demonstrate leadership skills.
- I am responsible, reliable, I can be trusted.
- I am persistent, determined and goal-oriented.
- I am observant and I can work quickly.
- I am hardworking and I don't mind working overtime.

### 3) Applying for a job

Read the following adverts.

#### Advert 1:

#### ACTIVITY HOLIDAY ORGANIZER IN MALLORCA

Are you ...

- aged between 18 and 30?
- energetic?
- good at organizing people?

Do you like...

- kids?
- sports?

**Then come and join us as a leader for a summer holiday of fun, looking after groups of kids at our sports camp!**



Send your CV and cover letter to Liam McEvelly at 63 Effra Road, Brixton, London SW2 1BZ

#### Advert 2 :

## Construction Worker Jobs in CANADA

Construction Workers | Labourer | Helper | Plumber | Carpenter | Pipe Fitter | Supervisor

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