

# 4e I enclose my CV

## Writing a covering letter

- 1 Work in pairs. Have you ever applied for a job in these ways? Tell your partner.

a CV  
a letter  
a personal contact  
a phone call  
an application form

- 2 Read the covering letter. Tick the information it includes. What (if any) information can you omit if you send the letter as an email?

a reference to your CV  
the date  
the name and address of the person you are writing to  
the reason for your letter  
your address  
your interest in the post  
your phone number  
your qualifications  
your relevant experience  
your skills

- 3 Compare the letter to the style you use in your country. Answer the questions.
- 1 Is the layout different? How?
  - 2 Does it include the same information?
  - 3 Is the information in the main part of the letter sequenced in the same way?

## 4 Writing skill formal style

- a A formal letter in English uses these conventions. Underline examples of each one in the letter.

- concise sentences
- formal phrases to begin sentences
- no contractions
- standard phrases to open and close the letter

- b Rewrite the sentences in a more formal style.

- 1 I'm finishing my degree soon.
- 2 Give me a call.
- 3 I was looking through the paper and I saw your ad, and I thought it looked really interesting.
- 4 My phone number is on my CV, which I've sent you as well.
- 5 I'll be free from August.

27 Harbour Road  
Manchester  
M21 7PF  
7 July 2011

NHN TV  
Burton House  
Bristol  
BS9 2HL

Dear Ms Jones,

I am writing in reply to your advertisement in the Daily Herald for the post of Assistant Researcher. I will graduate in Digital Media this month from Manchester University. I have experience in film production and post-production as I have worked part-time in my university television station for the last year.

I consider myself to be hard-working and organised in my work. As part of my job with the university television station, I was responsible for planning schedules and programme archiving.

I am available for interview at any time and available to start work after July. I am willing to relocate if necessary.

I enclose my CV which gives full details of my qualifications, work experience and skills as well as my contact details.

I look forward to hearing from you.

Yours sincerely,



Mark Nolan

- 5 Write a covering letter to go with an application for a job you would like. Follow the layout and style of the letter from Mark.
- 6 Exchange letters with your partner. Use these questions to check your partner's letter.
- Is it clear how to contact this person?
  - Is the style appropriate?
  - Does the person sound like a good candidate?
- 7 On the basis of the letter your partner has written, would you give him/her an interview? Explain your reasons to your partner.