

Cover Letters

Your CV should be accompanied by a letter of application (cover letter) Include the cover letter as the first page of your CV.

The usual order of a letter is:

- The position applied for: give the title of the job as a heading, or refer to it in the first sentence of your letter, using the reference code if there is one. This will ensure that your application goes directly to the right person in the organization. You should also mention where you saw the job advert or where you heard about the vacancy. If you heard about it through someone already working for the company, mention their name and position.
- Your current situation: if you're working, briefly outline your current job. Pick up on the job requirements outlined in the advert and focus on any of your current skills or responsibilities that correspond to those requested. For example, if the advert states that management skills are essential, then state briefly what management experience you have. If you're still studying, focus on the relevant aspects or modules of your course.
- Your reasons for wanting the job: be clear and positive about why you want the job. You might feel that you are ready for greater challenges, more responsibility, or a change of direction, for example. Outline the qualities and skills that you believe you can bring to the job or organization.
- Closing paragraph: in the final paragraph you could say when you'd be available to start work, or suggest that the company keep your CV/résumé on file if they decide you're not suitable for the current job.

- Signature: if you are sending a letter rather than an email, always remember to sign it and to type your name underneath your signature.

Activity 04: What are the special language phrases that can be used in cover letters?
Discuss in the class.

Sample Cover Letter

No. 23/A
Hill Road
Kegalle

02 May 2021

Ms Kumari Pieris
Human Resources Manager
Business Solutions International
Inland Avenue
Colombo

Dear Ms Pieris

Vacancy for Business Analyst

I am writing in reply to your advertisement for the above post, which was advertised in The Sunday Observer on Tuesday 30 April 2014, and I enclose my CV in application.

I am currently in the final year of a BA (Hons) course in Business Economics at City University, Colombo, and expect to graduate in June 2014. I have always wanted to pursue a career as an economist within an international environment and have been able to tailor my studies to that end. I have obtained A grades in the Economic Data Analysis, International Economics, and Economics of Business Strategy modules, and am currently completing a dissertation on the growth of e-commerce in the European Union. I am fluent in spoken and

written French, having built on my A-level proficiency in that subject when working in CWK Company with French clients.

In addition to the qualifications and abilities outlined above, I have kept my IT skills fully up to date (including MS Excel and Access) and am competent in a wide range of business data analysis operations. The post also requires someone with good communications skills who is able to negotiate with corporate clients: I enjoy making new contacts and establishing relationships with a wide range of people, and have successfully liaised with companies when arranging student activities while I was a Teaching Assistant in SRO institute.

I feel that the position offered would be ideal in giving me the opportunity to use my education and skills to provide a high level of service for the international client profile you describe. I look forward to hearing from you.

Yours sincerely

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Sandun Weerasinghe

Activity 05- Write a cover letter to send the job application you prepared.

References-

CONTRACTOR CALCULATOR. CO.UK. (2007) *How to write a targetted profile on your CV*. Retrieved from http://www.contractorcalculator.co.uk/target_profile_cv.aspx

Oxford dictionaries Language Matters. (n.d) *Writing job applications*. Retrieved from <http://www.oxforddictionaries.com/words/writing-job-applications>.

Parkinson, L. (2008) *Oxford Business English Dictionary for learners of English*. Oxford: Oxford University Press.