Cover Letter

* Accompanies your resume (CV)
* 1 page
* Prove your motivation
* Highlight information
* Difference with CV
  + CV : qualifications & experience
  + Cover letter : why you want the job
* Cover letter = letter of application
* *Exercise : “What is a cover letter ?”*
  + *CV*
  + *cover letter*
  + *complement*
  + *persuade*
  + *position*
  + *employer*
  + *well-focused*
  + *interview*
  + *business*
  + *introduction*
  + *Alternative expression to “cover letter” → “letter of application”*
* *Exercise : Sample Cover Letter  
  Use the following list to complete the first exercise.*
  + ***A:*** *Contact Info and current date*
  + ***B:*** *Name, title and full address of recipient*
  + ***C:*** *Context-say who you are and why you're writing*
  + ***D:*** *Mention where you saw the Job advertisement*
  + ***E:*** *Explain your motivation for applying*
  + ***F:*** *Name any employee you've met and say why they impressed you*
  + ***G:*** *Point out your aptitude for the sorts of skills they are seeking*
  + ***H:*** *Support your claims with evidence, focusing on results and achievements*
  + ***I:*** *Show you're acquiring additional useful skills*
  + ***J:*** *Your use of leisure time can show you are a well-rounded person*
  + ***K:*** *Sign-off should be friendly, polite and to the point*
  + ***L:*** *End “yours sincerely” and type your name under your signature*
* *Exercise : What is the role of each paragraph?*

1. *Introduce yourself and explain why you are writing the cover letter*
2. *Explain your interest in the position*
3. *Demonstrate your skill and relevant experience for the position*
4. *Mention any other relevant skills and interests to impress the employer*
5. *Create a positive final impression*

The first paragraph of your cover letter should detail the job you're applying for and, if relevant, where you heard about it (for example an advertisement, or personal recommendation).

Should include :

* Brief self introduction
* Your intention
* The position and how you learned about it
* Can also include information on the organisation.

*Exercise : Beginning a cover letter - opening paragraphs*

1. *graduate*
2. *enquire*
3. *response*
4. *enclosed*
5. *recommended*
6. *requirements*
7. *advertised*
8. *qualified*
9. *application*
10. *consideration*

Homework :

Using “Vocabulary and expression - reference section”, identify 3 skills that you use on a regular basis that could benefit the employer in your job advertisement and write 3 sentences that demonstrate the skills in action.