

Writing a covering letter

A covering letter (*NAmE* cover letter) accompanies a CV/résumé or an application form. In Britain and North America they are usually typed on a single page. A good letter uses formal language and presents some key arguments for why your application should be taken seriously.

Mrs F Hunter
Human Resources Manager
Timson Office Supplies
Unit 5 Males Industrial Estate
Cambridge CB7 9HD

Flat 3
19 Strangelands Road
London
NE23 6ZB
Tel: 0207 337 34589
20 January 2010

For advice on layout see
Formal letters pages

The date could also be
January 20, 2010, 20/1/10
(*BrE*), or (*NAmE*) 1/20/10

Dear Mrs Hunter

Senior Accounts Clerk

I am writing to apply for the post of senior accounts clerk advertised in the Cambridge Evening News of 17 January.

As you will see from my enclosed CV I am currently an accounts clerk in a medium-sized printing firm. In addition to my normal bookkeeping duties, I am responsible for invoicing and chasing up late payments. I also deal with credit checks on potential customers.

I am committed to pursuing a career in management accounting and am currently studying for further professional qualifications by distance learning. I am particularly interested in your post as it would enable me to gain experience of working in a larger company with the opportunities for professional training and development that this brings. In addition to my skills and experience as an accounts clerk, I would bring to the post a proven ability to deal successfully and tactfully with customers and clients.

I am available for interview for the next three weeks.

I look forward to hearing from you.

Yours sincerely

Dilip Patel
Dilip Patel
Enc. CV

In a cover letter use the words **post**, **position** or **vacancy**, not *job*.

Avoid contracted forms such as *I'm*.

Use **Yours faithfully** here if you have begun Dear Sir or Madam.

Sign your name and print it in full underneath.

Enc. or encl. shows you have enclosed something.

Key phrases

Paragraph 1 states your purpose for writing. Say which job you are applying for and how/where you heard about it.

Paragraph 2 outlines your current job and responsibilities. Make it relevant to the post you are applying for.

Paragraph 3 says why you want the job and what you can bring to the company. It is very important to say what you can do for *them*.

Paragraph 4 gives other relevant information and when you are available for interview.

Language bank

Since graduating from... , I have...
I have considerable/extensive experience in (the field of...)
I consider/feel that my qualifications and work experience could/might be of interest to the company
If called for (an) interview, I would be available at any time convenient for you
Please find attached a copy of my curriculum vitae/résumé for your consideration.
I look forward to hearing from you in due course.

Md. Elias Uddin

38/2, B. C. Das Street (7th Floor)

Lalbagh, Dhaka-1211.

Mobile: 01912346810

Email: mdeliasuddin@yahoo.com

CAREER OBJECTIVE

To build up an efficient career in the teaching profession and thereby serve humanity.

EXPERIENCES

Have been working as a lecturer of English at the Department of English, University of Dhaka since May 18, 2015.

Worked as a lecturer of English at the English Language Institute of United International University from February 18, 2014 to May 17, 2015.

EDUCATION

2010-2011

Dhaka University, Dhaka-1000.

Received Master of Arts degree in Applied Linguistics and English Language Teaching in 2011.

Obtained GPA 3.84 out of 4.00 (1st Class 1st Position).

2006-2009

Dhaka University, Dhaka-1000.

Received Bachelor of Arts degree in English in 2010.

Obtained GPA 3.63 out of 4.00 (1st Class 2nd Position).

2005

Shahid Bulbul Government College, Pabna.

Passed H.S.C (Humanities Group) under Rajshahi Board in 2005.

Obtained GPA 4.30 (without 4th subject score) out of 5.00.

1997-1998

Sara Maroari High School, Ishurdi, Pabna.

Passed S.S.C. (Science Group) under Rajshahi Board in 1999.

Obtained 899 marks out of 1100.

LANGUAGE SKILLS

Spanish

Completed B-2.2 level 80-hour course in Spanish Language and Culture for Foreign Students (El Curso de Lengua y Cultura Espanola para Estudiantes Extranjeros en el nivel B2.2) at the University of Santiago de Compostela, Santiago, Galicia, Spain

Completed B-2 Level of the 3-year Diploma Course (Higher Diploma Certificate Course) in Spanish under Inditex Chair of Spanish Language and Culture at Institute of Modern Languages, University of Dhaka.

Completed B-1 Level of the 3-year Diploma Course (Diploma Certificate Course) in Spanish under Inditex Chair of Spanish Language and Culture at Institute of Modern Languages, University of Dhaka in 2015.

Completed one-year Spanish Special Senoir Course (A-2 Level) under Inditex Chair of Spanish Language and Culture at Institute of Modern Languages, University of Dhaka in 2013.
Obtained a first class.

Completed one-year Spanish Special Junior Course (A1 Level) under Inditex Chair of Spanish Language and Culture at Institute of Modern Languages, University of Dhaka in 2009.
Obtained a first class securing 278 marks out of 300.

French

Completed one-year Senior Certificate Course in French at Institute of Modern Languages, University of Dhaka in 2011.
Obtained a first class securing 237 marks out of 300

Completed one-year Junior Certificate Course in French at Institute of Modern Languages, University of Dhaka in 2010.
Obtained a first class securing 237 marks out of 300.

AREAS OF INTEREST

English Language Teaching, Assessment and Testing, Teacher Education, Second Language Acquisition, World Englishes, Translation Studies, Creative Writing, Ecocriticism and Poetry.

PUBLICATIONS

Published a paper entitled "Use of Technology for Providing Feedback on Students' Writing: Some Innovative Options" in *Spectrum: Journal of the Department of English, University of Dhaka*, Volume 10-11.

Published a book of children's poetry in Bangla titled "Chhoriye Dilam Chhora" from Kanabak Publishing, 247 Ista, Ishurdi, Pabna in 2015

CONFERENCE AND SEMINAR

Presented a paper titled "'Two Assassins' and 'Merman's Prayer': An Ecocritical Perspective" at the International Interdisciplinary Conference 2015 on *Eco-criticism, Environmental Justice and Literature* organized by ASLE Bangladesh Planning Committee and Edward M. Kennedy Center, Dhaka at Mujaffar Ahmed Auditorium, Faculty of Social Sciences, University of Dhaka on August 7-8, 2015.

Presented a paper titled "Blending Peer and Teacher Feedback: An Insight into Writing Pedagogy" at the *7th International BELTA Conference 2015 held* at NAEM (National Academy of Educational Management) on January 2-4, 2015.

Presented a paper titled "Using E-mail in Providing Corrective Feedback in Process Writing: EFL Learners' Attitudes and Perceptions" at "*Inspire to Write*" International Conference 2014 organized by INSPIRE DEWS, English Department of Dhaka University at R. C. Majumder Auditorium, Faculty of Arts, University of Dhaka on November 12-13, 2014.

Presented a paper titled "Use of Technology for Providing Feedback on Students' Writing" at *International Conference 2012 on 'Teaching and Learning English through Technology'* organized by the English Department of Dhaka University at Nabab Nawab Ali Chowdhury Senate Bhaban on October 20, 2012.

Participated in *6th BELTA International Conference 2013 on 'Multiple Realities of English: ELT and Beyond'* held at NAEM, Dhaka on 18-20 January 2013.

SCHOLARSHIP

Obtained the Inditex scholarship for the summer course in Spain granted to students of Inditex Chair of Spanish Language and Culture at the University of Dhaka

AWARDS

Obtained PRINCIPAL JALALUDDIN AHMED MEMORIAL GOLD MEDAL 2014 from the English Department Alumni Society (EDAS) of University of Dhaka.

Achieved the DEAN'S MERITORIOUS STUDENTS' AWARD 2014 in the category of Dean's Merit List of Academic Recognition from the Faculty of Arts, University of Dhaka.

COMPUTER SKILLS

Have a good working knowledge of Microsoft Word, PowerPoint, Excel, and Internet Browsing.

ACTIVITIES

Member, Editorial Board of *Spectrum: Journal of Department of English*, University of Dhaka, Volume 11
Life Member, Bangladesh English Language Teaching Association (BELTA)
Life Member, English Department Alumni Society (EDAS)

PERSONAL DETAILS

Father:	Md. Mujibur Rahman
Mother:	Begum Hamida
Permanent address:	Vill. Ista P.O. Ishurdi Dist. Pabna.
Nationality:	Bangladeshi
Religion:	Islam
Date of Birth:	14 October 1983

REFERENCES

Dr. Rubina Khan
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Dr. Shamsad Mortuza
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Mobile: 01922803407
Email: shamsadm@yahoo.co.uk

.....August 07, 2016.....

Date

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Signature