

Language file 1 Writing a covering letter

Saying why you are writing

I would like		to apply for the		post		of ... advertised in		this week's [newspaper/magazine].
I am writing				position				[newspaper/magazine] on [date].

Writing about experience

You		will		see from my enclosed CV that ...
		can		

I have worked for Z-Plan		for three years.	(from the past to the present)
		since 2003.	

I have worked for		two	major banks. (at some time in the past)
		several	
		a number of	

I worked for GTC		for three years.
		from 2001 to 2004. (at a specific time in the past)
		in 2003.

Writing about skills

I have good		communication	skills.
		computer	
		time-management	
		technical	

I am creative / dynamic / energetic
 / self-motivated / literate / numerate
 / hard-working / flexible / patient.

Writing about interests, plans

I am interested in		fashion. (noun)
		working with visitors. (-ing form)

I am keen on		sport. (noun)	(= I like doing this)
I enjoy		swimming. (-ing form)	

I am keen to		pursue a career in this area.	(= I want to do this)
		improve my IT skills.	

Writing about qualifications

I have		a degree in ...
		a diploma in ...
		school certificates in ...
		good qualifications.
		a clean driving licence.