

Writing a covering letter

30 Oct 20__

Mark Taite
HR Assistant
MEDTEC Ltd
45 Blair Avenue
Coventry
CV3 4WM
UK

Daniela Kropp
Schilling Allee 93
04246 Leipzig
Germany

Dear Mr Taite

Application for the position of Junior Developer

I am writing to apply for the position of Junior Developer with MEDTEC Ltd which I saw advertised on www.jobs-in-it.com.

I have just successfully completed my apprenticeship as a software developer with Pharmafix AG, a manufacturer of pharmaceutical products in Leipzig. During the three years of my apprenticeship I gained experience in developing software solutions in a manufacturing context. In particular, I developed expertise in programming using *Perl*, *Python*, *Javascript* and *Ruby*. I believe that the experience and skills I gained during my apprenticeship equip me well for the position at MEDTEC Ltd.

I consider myself to be hard-working and reliable. In addition, I am able to take responsibility for my own workload and work on my own initiative and I enjoy the collaborative experience of working as part of a team. Moreover, I am a fast learner and am very keen to develop myself further in an interesting commercial context, something which I am sure MEDTEC Ltd would provide me with.

I would greatly welcome the opportunity to talk to you about the position and how I can fulfill its requirements. I have included all relevant information in my curriculum vitae (see enclosure). However, should you require additional information, please do not hesitate to contact me. I look forward to hearing from you soon.

Yours sincerely

Daniela Kropp

Enc. CV

Task: Read Daniela's covering letter and mark the parts of the text (= body) where she ...

- a. ... says where she learned about the job vacancy.
- b. ... explains why she is qualified for the job.
- c. ... asks for the chance to meet.
- d. ... indicates that she is sending her CV with the letter.
- e. ... lists her skills.
- f. ... lists her personal qualities.

<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto; margin-bottom: 10px;"></div> <p>29 Oct 20__ <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div></p> <p>Jonathan Keeley Southland Nanosystems 1421 Mayflower Drive <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> Kansas City, MO 64109 USA</p> <p>Subject: Application for the position of Systems Administrator <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div></p> <p>Dear Mr Keeley, <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div></p> <p>I saw the advertisement for a systems administrator on your website and would like to apply for this position.</p> <p>After completing my education at the Higher Commercial College in Suhl I did a 3-year traineeship with <i>Angersoftware GmbH</i>, a small but dynamic company with 20 employees in Erfurt, Germany.</p> <p>Since 2011 I have been working with <i>Angersoftware GmbH</i> as a <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div></p> <p>Junior Systems Administrator and now have considerable experience in both software systems and helping to run a busy office. Therefore, I feel well qualified for the position advertised.</p> <p>I have a good command of English: I have learned English for 7 years at school and during my traineeship I prepared for and passed a state examination in English for commercial and administrative professions. I also have a working knowledge of French.</p> <p>I look forward to hearing from you shortly and enclose my CV for your consideration.</p> <p>With kind regards, <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div></p> <p>Michael Reuter <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div></p> <p>Enc. CV <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div></p>	<p>Michael Reuter Klostergasse 37 91056 Erfurt Germany</p>
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Task: Fill the boxes with the appropriate expressions from the box below.

inside address	salutation	enclosure
signature block	subject line	date closing phrase
letterhead	body of the letter	complimentary close