**Writing your own covering letter**

Task: Read the job ads below and write a suitable covering letter (only the text body).

Before you start writing, analyse the particular job ad (see example below):

|  |  |  |  |
| --- | --- | --- | --- |
| **personal qualities** | **professional abilities** | **job duties** | **benefits** |
| team oriented | MS Win7 | maintain PCs | good payment |
|  |  |  |  |

## Vacancy: ****Desktop Support Engineer****

Do you want to join a company that values its people a great deal?​ An exciting position has

arisen in a company that recognizes the importance of you as an individual and the contribution you make to its business.​ The role is a Desktop Support Engineer and offers a very attractive competitive salary and benefits package.​ The company is **a** well-established organisation, being ever successful and still growing after nearly 20 years.​ The successful candidate will be joining a company that has an ever increasing product range, an increasingly higher public profile and ambitious plans for the years ahead.​

It’s a challenging role in a fast-paced environment in which you’ll be responsible for assisting the business in the provisioning and maintenance of all PC based desktop environments and

applications and local area network management, including end user computing requirements. This high calibre candidate will have experience in the support of PC, printer and associated desktop software applications and hardware systems; extensive experience in supporting Microsoft Windows 7 desktop and surrounding applications. A working knowledge of English is essential.

If you feel you have the relevant skills to offer, please apply today at HR@dreamIT.com

## Urgently needed: Junior Developer C++

Based in Brighton, our firm offers an excellent opportunity for a C++ Developer to join its team of dynamic application developers. We specialise in the development of applications for the retail branch and are currently recruiting for a C++ Developer.

You need to have a good understanding of C++ and mainframe computers and be a good team player.

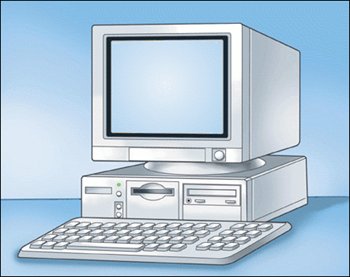
This is a great chance to work on cutting-edge software and profit from some of the best

developers in the industry. You will receive inhouse training and benefit from external training courses paid for by the company.

Please contact Portia Green at

portia.green@apa.com.uk

to find out more information.



## IT Sales Professional needed

Our sales team is looking for an experienced IT sales professional. You will be required to give detailed information and demonstrate technical specifications to meet customer needs.

In addition, you will calculate prices and costs, make offers and advise customers about

financing and services. Your tasks will also include follow-up technical support such as solving faults, maximising features and giving training advice.

Vocational computer/technical training or similar required, along with enthusiasm for the IT world and solid background. The position calls for courtesy, good customer managment skills and team spirit. Flexibility and willingness to work evenings and at the weekends a must.

We offer good base salary plus commission, opportunities for advancement and a profit sharing program.

Please submit your application with the usual documents (cover letter, CV, certificates) online to

Shelly.winter@megamedia.com

## Analog Design Engineers wanted

Responsibilities:

Design and evaluate high speed circuits, work with flash, sigma-delta and other ADCCs,

oscillators and voltage references.

Requirements:

Candidate should have experience with CMOS technologies and be able to work effectively in multi-cultural team. BSEE/MSEE/PHD (or equivalent). Proficient in analog circuit design and analysis along with CAD/CAE design tools. Good oral and written communication skills.

We offer competitive salary, fabulous workplace, employee benefits

\*internal and external training

\*English, Chinese and Japanese language classes

\*Bonuses

\*maternity/parental leave

If you’d like to join the best, please send your résumé to Fairview Technology GmbH, a leading ASIC design service vendor.

For further information: www.fairview.com

