

CHECK!

# Writing a cover letter

**LEVEL**

Intermediate (B1)

**NUMBER**

EN\_B1\_2074C

**LANGUAGE**

English

## Let's check!

Can I write a cover letter?

- Can I identify the key elements of an effective personal profile for online professional platforms?
- Can I use a variety of verbs to talk about internships, work experience and my own career path?
- Can I write a well-structured cover letter using a range of key phrases?



## Warm-up

**Is it common for people to work while they are at school or university in your country?**



**What kind of first jobs do people usually have?**



## **Learning outcome 1**

Can I identify the key elements of an effective personal profile for online professional platforms?



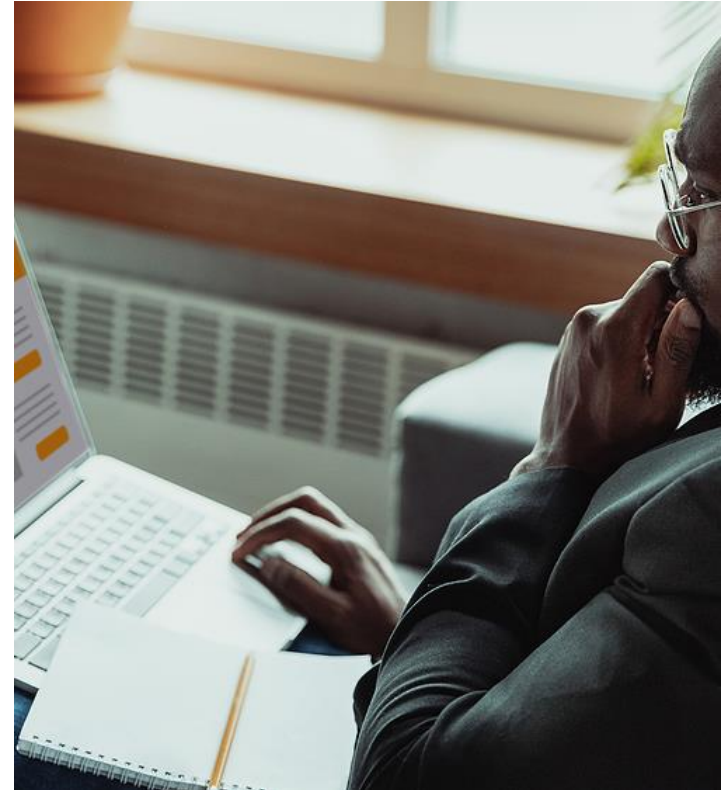


# Writing a bio: dos and don'ts

**Discuss** these tips for writing an effective bio **as a group or in breakout rooms**.

- If you have a professional bio, does it follow these suggestions?
- After reading these tips, would you make any changes to your bio?

- 1 Highlight what you have done, instead of just saying what type of person you are. Actions are louder than words!
- 2 Choose the right words for your audience – who will see your bio? What impression do you want to make?
- 3 Try to be original with your language – don't use cliches.
- 4 What are you 'selling'? What are you offering to the people who will read your bio?
- 5 Don't be afraid to get personal – show your personality, and maybe even a bit of humour!





# Let's check! Feedback round

Your teacher will now highlight what was done well and some mistakes that were made **in the last activity** for you to reflect on.



**Good examples**

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**Find the mistake!**

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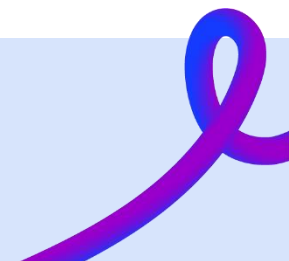
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## Learning outcome 2

Can I use a variety of verbs to talk about internships, work experience and my own career path?



# Talk about your work experience

Tell the class about an internship, work placement or other type of work experience you have done, using the verbs and vocabulary below.

*I **succeeded in getting** an internship at a well-known and highly respected art gallery in London.*

*My work experience at a bank **helped me to realise** that it wasn't the right career path for me!*



## Verbs

- to manage to...
- to decide to...
- to get to...
- to allow (me) to...
- to push (me) to...
- to help (me) to...
- to be able to...
- to learn how to...
- to consider + *-ing*
- to succeed in + *-ing*

## Vocabulary and phrases

- internship
- work placement
- start-up culture
- well-known
- highly respected
- fast-paced
- day-to-day
- demanding
- established





# Let's check! Feedback round

Your teacher will now highlight what was done well and some mistakes that were made **in the last activity** for you to reflect on.



**Good examples**

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**Find the mistake!**

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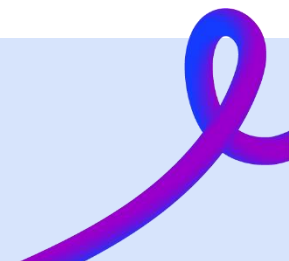
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## Learning outcome 3

Can I write a well-structured cover letter using a range of key phrases?



# Write a cover letter

Write a **cover letter** for the job that is advertised in the red box.

## Nanny wanted:

*BabyBuddies is looking for candidates for full-time nanny positions*

## Requirements:

- Some previous experience working with children in a paid or voluntary position
- Responsible, fun and patient
- Good English language skills (other languages a plus)
- Must be able to work flexible hours, including some evenings
- Must love children!

*I am writing to apply for the position of...*

*I have worked as... since...*

*If you require any further information, please don't hesitate to contact me.*



# Let's check! Feedback round

Your teacher will now highlight what was done well and some mistakes that were made **in the last activity** for you to reflect on.



**Good examples**

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**Find the mistake!**

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- Your teacher will now recommend whether you should review lessons from this chapter or move on to the next chapter.

# End of the lesson

Idiom

***All in a day's work***

**Meaning:** You can say this about a difficult task that is part of your everyday routine. This especially applies to jobs with a lot of responsibility, or which are very challenging.

**Example:** When you're a doctor, having long and sometimes unpredictable hours is all in a day's work.





# Additional practice



# Hobbies and interests



**Do you think it's  
important to have  
hobbies and interests  
outside of work?**

**Do you think writing about this  
in a professional bio or cover  
letter can help get you a job?**





# Life experience

“

**Life experience is just as important as work experience.**

What do you think this quote means?

What kind of life experience could help you in the job you have now or a job you want to have?

Do you think this quote is true? Which jobs might look for life experience?





# Work experience

Choose one of the **jobs** below and **complete the activity in the red box**.



Why might it be important to do work experience before starting these jobs?

1



Nurse

2



Engineer

3



Mechanic

4



Police officer

5

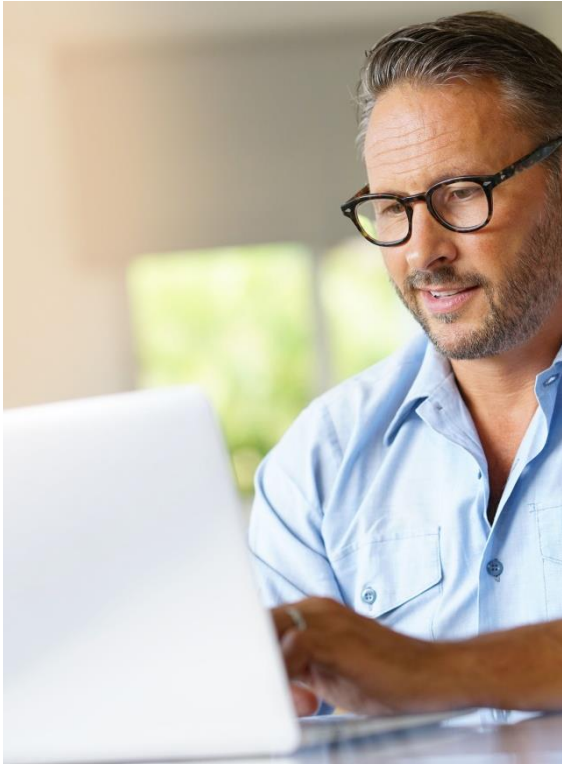


Personal assistant



# Cover letters

Choose the **statement** that you agree with most and **discuss** with your classmates.



Cover letters are not really important in my country.

Cover letters are more important for some jobs than others.

Cover letters for English-speaking countries are different to cover letters in my country.

I use the same cover letter for different jobs and just change a few details.



## **How often do you update your professional bio?**

**Do you change your bio for different positions or online platforms?**





# Writing a professional bio

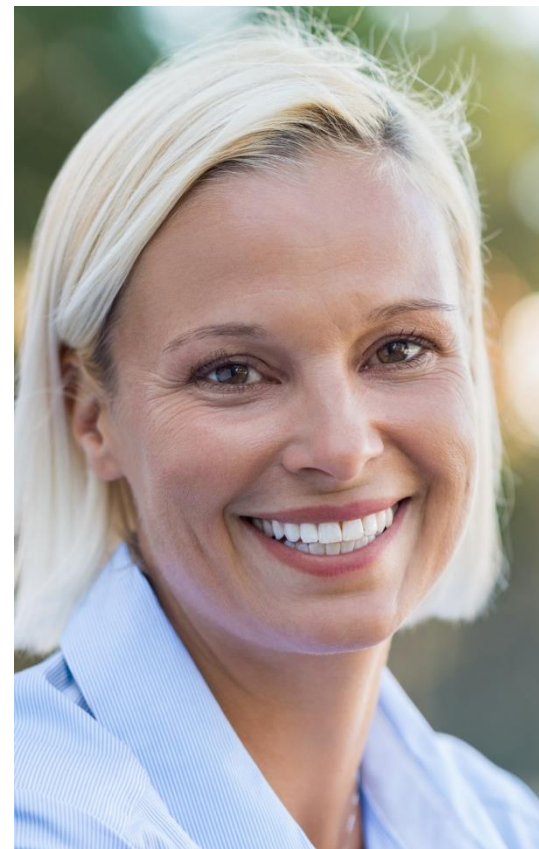
**Think of someone you know:** for example, a friend, a family member, a colleague or a celebrity. Using the prompts below, **write a professional bio** for them (in the 1<sup>st</sup> person). You can invent any details you're not sure about!

## Things to include:

- Your job and what it involves
- The company you work for and where you are based
- Your greatest professional achievements
- Why you are passionate about your work
- Your interests or hobbies

## Phrases to use:

- to be based in...
- to hold (a degree in)
- to create
- to believe
- to run (a workshop)
- to receive (an award)
- to work on (a project)
- co-founder
- to be passionate about...
- to inspire
- to manage
- As well as... (+ verb *ing*)





# Check Summary

## My professional bio

### Writing a bio:

- Elements to include: current job title and company, location, job description, professional achievements and milestones, university degree and qualifications, hobbies and interests

### Vocabulary and phrases:

- *To be passionate about; to run (a workshop); to hold (a degree) in; to be based in; to receive (an award), to work on (a project)*
- *to create; to believe; to inspire*



# Check Summary

## Verb patterns

### Verbs followed by **to + infinitive**

- to manage to...; to decide to...; to get to...
- to allow (me) to...; to push (me) to...; to help (me) to...;
- to be able to...; to learn how to...

### Verbs followed by **-ing**

- to consider + *-ing*; to include + *-ing*
- to succeed (in) + *-ing*



# Check Summary

## Writing a cover letter

### Structuring a cover letter:

- 1. Address the hiring manager and 2. say why you are writing
- 3. List the relevant skills and experience
- 4. Provide contact details and 5. sign off

### Opening phrases:

- *I am writing to apply for the position of...*
- *Please find my CV attached*

### Closing phrases:

- *I look forward to hearing from you at your earliest convenience*
- *If you would like any further information, please don't hesitate to ask*

### Linking words:

- *Also*
- *In addition to (+ verb -ing)*
- *During*



# Vocabulary

to be attractive to (a future employer)

to consider (potential clients)

to show your personality

to highlight

milestone

to be passionate about

to stand out from the crowd

accessible

to run a workshop/event

to hold a degree in...

to be based in

co-founder

to create

to believe

to inspire

As well as (+ verb *-ing*)

to receive an award

to work on a project



# Vocabulary

internship

work placement

to develop a close bond (with)

fast-paced

to be proactive

to manage to...

to allow (me) to...

to decide to...

to be able to...

to get (to do something)

to learn (how) to...

to help (me) to...

to push (me) to...

to consider + -ing

to include + -ing

to succeed in + -ing

well-known

established

day-to-day

to land (your) dream job





# Vocabulary

As a (job title), I...

In addition to (+ verb -ing)

also

during

D.I.Y

requirements

