

Writing a simple cover letter

COMMUNICATION

LEVEL	NUMBER	LANGUAGE
Lower-intermediate	EN_BE_2326X	English





Goals

- Can use simple action verbs to talk about accomplishments.
- Can structure and write a simple cover letter in English.







Preview and warm-up

In this lesson, you will learn how to write a **cover letter** in English.



What makes you an **ideal candidate** for a job?



Review vocabulary

my duties
included

to involve

to accomplish

candidate

employer

to coordinate a
project

to lead a team
of

to be
responsible for





Review vocabulary

to manage a
task

to achieve

to win an award



to be named

to handle a
large volume of
requests

to supervise



Review: sections of a cover letter



A complete **header** will have your contact information and who the letter is addressed to.

Always use a professional **greeting**.



The **body** of a cover letter has 3 paragraphs and a conclusion.

A cover letter should have a **closing** statement and your signature at the end.





Review: using action verbs

- We learned that a good CV will use **action verbs**. A good cover letter will also use action verbs!



Action verbs are verbs that show physical or mental action.



Review some action verbs

- Do you remember these words?



I **managed** a team.

The director **leads** the department well.



She will **supervise** the delivery.



Review some action verbs

- Do you remember these words?



They will **deliver** the report.

We will **work with** a new client.



There is a lot he wants to **achieve** in his career.



More action verbs

to develop

They will help **develop** a budget.

to plan

We have **to plan** the store inventory.

to create

Will you **create** a job ad to post online?

to organise

Her assistant will **organise** the paperwork.

to examine

I need to **examine** the budget more closely.



Match an action to an image and create a sentence

1. to develop

2. to plan

3. to create

4. to organise

5. to examine

6. to supervise

A



C



E



B



D



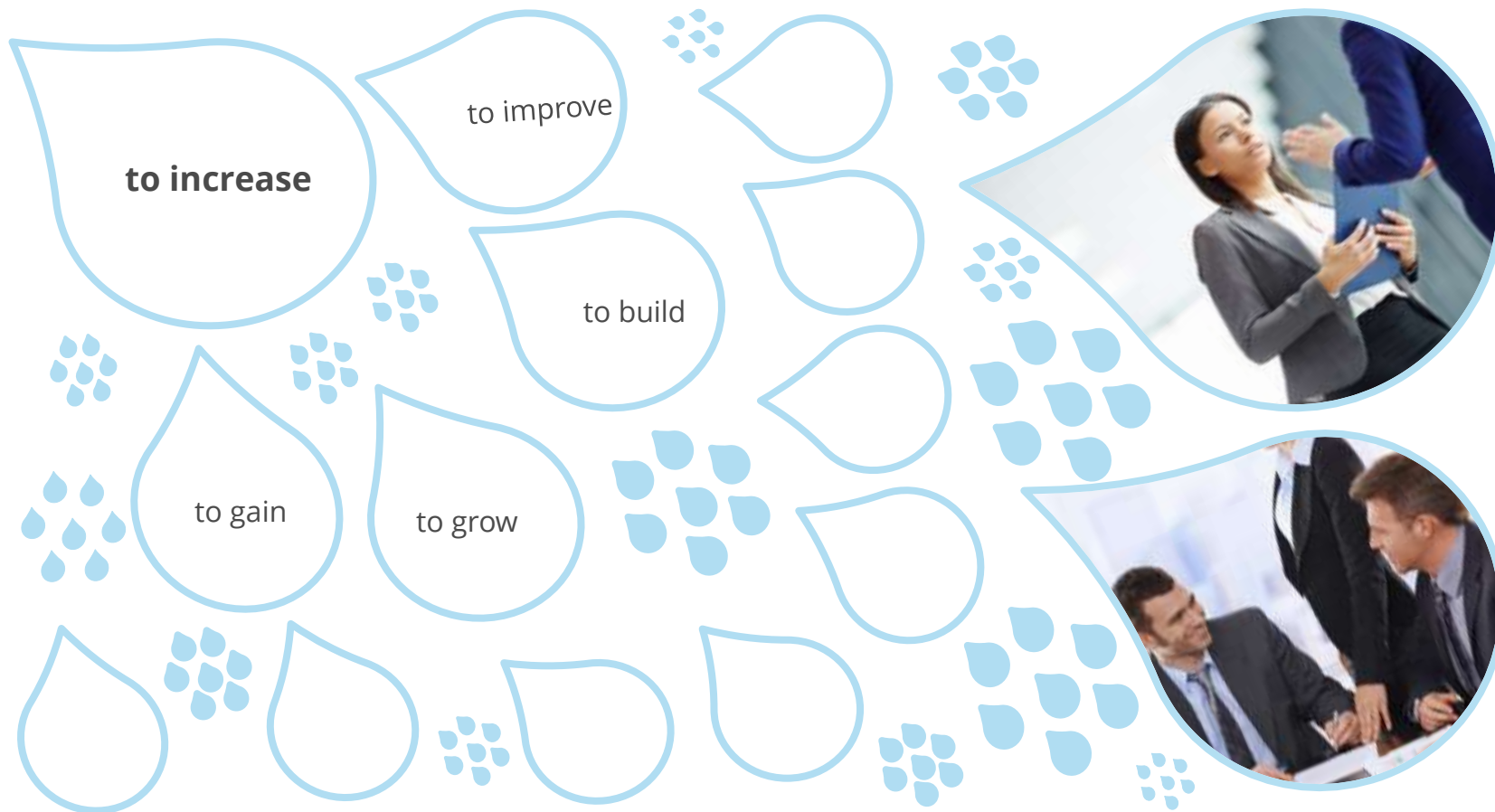
F





Brainstorm

Think of as many action verbs as you can!





Using action verbs

Work with your teacher to imagine some accomplishments. Create complete sentences and remember to use action verbs!

client

award

team

reports

sales

project



Tips for writing your cover letter

Look at the list below for some tips on writing the best cover letter!

Do
Use a professional greeting and closing
Use an introduction
<i>Sell yourself and refer to your CV</i>
Conclude your letter
Read your letter and check for errors!





Ask a career advisor!

Listen to your teacher read some tips about cover letters and then answer the questions.

A spiral-bound notebook with lined pages, intended for taking notes.



a
c
b





True or false?

	TRUE	FALSE
1. It is not important for the cover letter to be professional.	<input type="checkbox"/>	<input type="checkbox"/>
2. It is important to be polite.	<input type="checkbox"/>	<input type="checkbox"/>
3. Your cover letter should be interesting.	<input type="checkbox"/>	<input type="checkbox"/>
4. You should include a current phone number.	<input type="checkbox"/>	<input type="checkbox"/>
5. You should use someone else's name in your email address.	<input type="checkbox"/>	<input type="checkbox"/>
6. You should talk about achievements in your cover letter.	<input type="checkbox"/>	<input type="checkbox"/>



Professional Greetings and Closings

Greetings

- Dear Recruiting Team,
- Dear Hiring Department,
- Dear Hiring Manager,
- Dear....,

Closings

- Thank you,
- Kind Regards,



Introductions and Conclusions

- Here are some ways you can start and finish your letter!
- You can refer to a job ad by using *as advertised on* or, *as seen on*.

Introductions

- I am writing in response to...
- I was recommended by ...
- I am interested in the job as advertised on...
- I am interested in the role as seen on...

Conclusions

- I would like to schedule an interview.
- I can be reached at...
- Thank you for your time.
- I look forward to speaking with you.



Use vocabulary to *sell* yourself

- Remember, you want to convince an employer that you are the best candidate.
- See the phrases below for ways to **sell yourself** to an employer.

Refer to your CV

- To have experience in...
- As detailed in my CV...
- Please find attached...

Use common phrases

- I will be a great fit in...
- I have proven success in...
- I am the ideal candidate....



Vocabulary: refer to my CV



I **have experience in** customer service and sales.

I am skilled in sales, **as detailed in my CV.**



Please find attached my CV and references.



Vocabulary: use common phrases



I know that I will **be a great fit** in this role.

I **have** 3 years of **proven success** as a team leader.



I am the ideal candidate to join your team.



Sell yourself!

Use the phrases to describe yourself

I have experience in...

I have proven success in...

I will be a great fit in...

A spiral-bound notebook with lined pages. The pages are white with light blue horizontal ruling. There are faint, large circular icons on the pages, including a play button, a document, a speech bubble, and a checkmark. The notebook is shown from a slightly elevated angle, with the spiral binding visible on the left side.



How to write a good cover letter

- Remember, a cover letter should have a **header**, **greeting**, **body**, and **closing**.
- Let's take a closer look at how to write the **body** of a simple cover letter.

1 st Paragraph	Introduce yourself and say which job you are applying for and why.
2 nd Paragraph	Describe your current job and achievements.
3 rd Paragraph	Explain why you are the best candidate for the job.
4 th Paragraph	Conclude the letter and thank the employer for reading.



Cover letter format: header and greeting

Sidney Williams
678-867-5309
swilliams@email.com
6411 Mirasol Lane
Houston, TX , 77020

10 August 2019

StartUP!
5400 Broken Sound Blvd NW
Houston, TX, 77020

Dear Hiring Manager,



Cover letter format: body and closing

My name is Sidney Williams and I am writing in response to the IT Manager position, as advertised on the company website because I know that I will be a great fit.

I am a technical project lead with proven success in managing large projects at my current company. I supervise 5 team members and I develop project plans. I was named team lead of the year in 2019.

I am the ideal candidate to join your team because I am skilled in leadership, as detailed in my CV.

I would like to schedule an interview to learn more. You can contact me by phone at 678-867-5309, or email at swilliams@email.com. I look forward to hearing from you!

Kind regards,
Sidney Williams



What do you remember?

Read the sentences and fill in the correct word from the vocabulary list

1. Sidney is writing in response to the IT _____ position.
2. The position was _____ the company website.
3. Sidney is the ideal _____.
4. Sidney is skilled in _____.
5. Sidney _____ 5 team members.
6. Sidney _____ team lead of the year.
7. Sidney _____ project plans.
8. Sidney would like to _____ to learn more.
9. Sidney can be reached by _____ or _____

advertised on

was named

develops

manager

schedule an interview

phone

leadership

supervises

candidate

email



A job ad

Calling all graphic designers!

Our firm is looking for a graphic designer to design our new website.

The ideal candidate will have a master degree, at least 3 years of experience in design for a large company and is skilled in communication.

Must be innovative and interested in doing temporary projects.

Please send your CV, cover letter and portfolio. We are looking forward to seeing your work!





Your first cover letter

**Imagine you want to apply for the job advertised on the previous slide.
Write a very simple cover letter including all you have learned in the
lesson**

Remember to use
actions verbs!

Follow the
structure we saw
on p.24





Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

p.12

1. A

2. D

3. C

4. B

5. E

6. F

p.17

1-F; 2-T; 3-T; 4-T; 5-F; 6-T

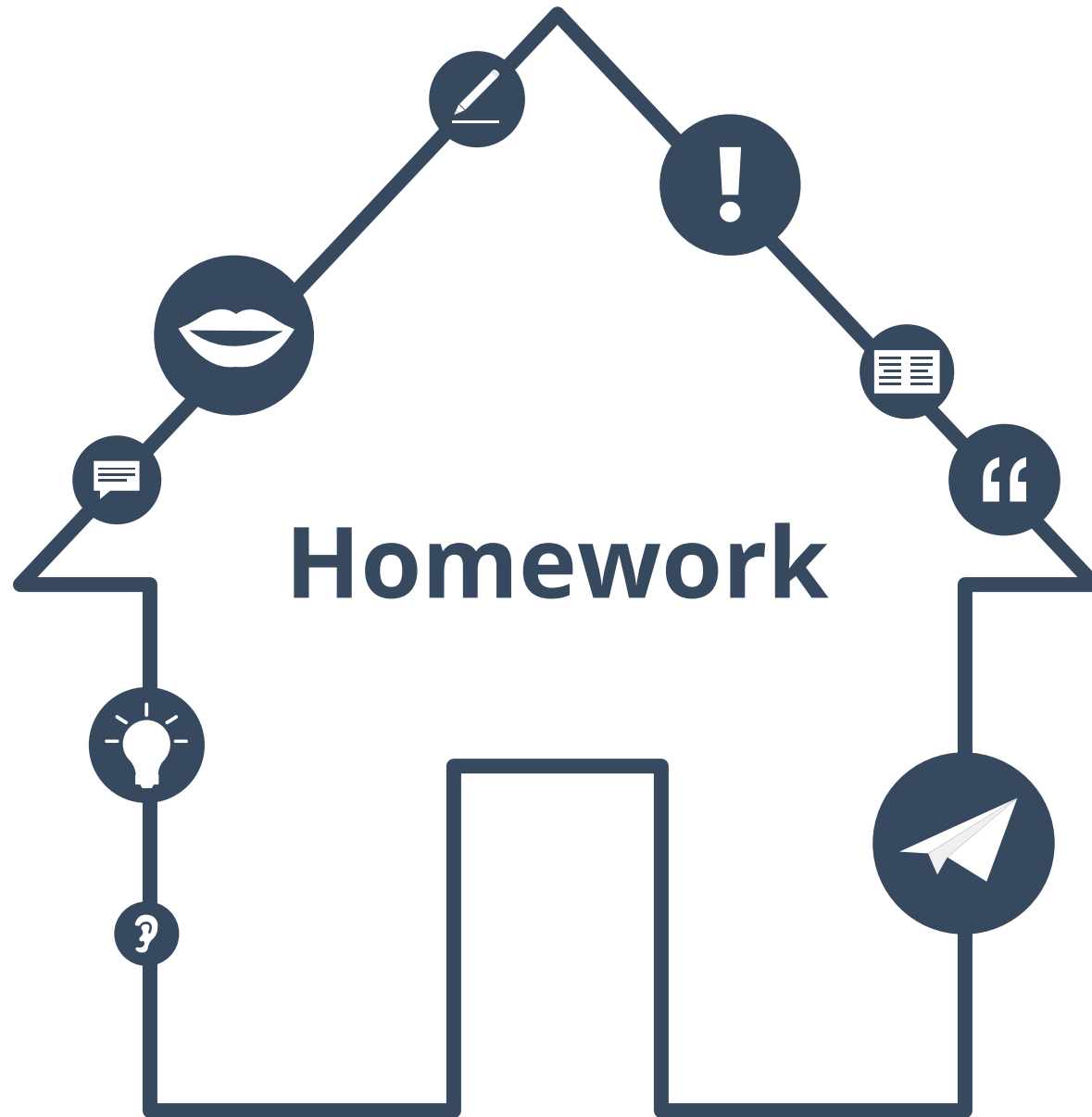
p.27

1-manager; 2-advertised on; 3-candidate; 4-leadership; 5-supervises; 6-was named;
7-develops; 8-schedule an interview; 9-phone, email



Transcription

Candidates always ask how to 'sell yourself' in a cover letter to an employer. It is important that your cover letter is professional, polite, and interesting. You should include current contact information for the employer to reach you. Make sure you use a professional email address! Your email address should have your first and last name in it. You should use polite phrases to introduce and conclude your letter. Finally, your cover letter should be interesting. You should talk about your professional achievements!





Sections on your cover letter

1. Which item does not belong in the header of your cover letter?

- a. phone number b. address c. bank information d. email

2. The first paragraph of your cover letter should

- a. introduce b. show achievements c. conclude d. thank the employer

3. What should you do right after you have finished writing your cover letter?

- a. send to employers b. read and check for errors c. conclude your cover letter d. quit your job

4. A good cover letter and CV will both use

- a. false information b. errors c. nouns d. action verbs



Writing

Won best team member award

Communication skills

Speaks English
and French

Proven success
in sales

6 years of professional experience

Involved in
company
projects

lingoda



Homework answer key

1-C; 2-A; 3-B; 4-D

