

Sample cover letters:

59 River Street,
Cardiff,
CF1 1JW

1st March 2010

The Editor,
The Swansea Gazette,
27 New Hall Road,
Swansea,
3GT IDR

Dear Sir or Madam,

I would like to apply for the post of trainee reporter which was advertised in yesterday's edition of the Swansea Gazette.

I am eighteen years old and will be leaving school at the end of this academic year. Presently I am studying English and Economics for my A levels.

I have been involved in the production of my school's newsletter for the last two years and I have a keen interest in local affairs. I am also a member of the football and athletics teams.

I enclose the names and addresses of two referees who can testify to my conduct and character.

I could come for an interview at any time which is convenient to you.

I look forward to hearing from you .

Yours faithfully,

Mark Morrison

Lípová 36
Prague 3
130 00
Czech Republic

2nd April, 2013

The Employment Officer
Home and Overseas Airways Ltd.
43, Park Lane
London WJ 1 9PN
Great Britain

Dear Sir,

In reply to your advertisement in "Go By Air" of March 29th, I would like to apply for the position of air hostess.

I have travelled by air frequently and observed the work of air hostesses with interest. I believe I am suited for the job and would enjoy it.

At present I am completing a two-year course at the Modern Language School in my home town, where I am learning English, French, and German and I am preparing for my final examinations (FCE, DALF, and ZD respectively). I also learned Spanish at secondary school which I finished two years ago.

In my past holiday jobs I worked as a waitress, which required quick and pleasant service. I have also taken a course in first aid. Playing tennis, swimming, and skiing have added to my good health and stamina which I assume are essential for the work of air hostess.

I enclose my curriculum vitae including more details about my education and skills. Should you need further information about my character, the headmaster of my present school and my former teachers would be willing to give me references.

I would be happy to come for an interview at your convenience.

I look forward to hearing from you.

Yours faithfully,

Linda Louková

13 Clive Road
London
SE 21 8TZ

3rd June, 2012

Kate Best (ref 818/03)
Human Resources
Axcom
19 Cumberland Drive
London WA2 2EH

Dear Ms Best

I am writing to apply for the position of Human Resources Manager as advertised in the Financial Times of 1 June 2007.

My experience and qualifications match those requested in your advertisement. I am also familiar with Axcom's products, and I am confident that I can help you to implement your European human resources strategy successfully.

As you will see from my CV, I have more than five years' experience in developing HR strategies, mainly in software companies. I also have extensive experience of leading international project teams, and excellent knowledge of the French, German, and Spanish markets. I speak both German and French fluently.

For the past three years, I have been working as deputy director of HR at DVP Systems in Bromley. During this period, I was responsible for implementing the financial module of SAP and coordinating HR policies with our partners in Germany, France and Spain.

I would be happy to discuss salary matters at an interview and would be grateful if you would let me know if you intend to take up my references.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely

Michael Hunt

Moravská 56
120 00 Praha 2
Czech Republic

16 May 2007

The Personnel Officer,
Construction Ltd.,
PO Box 346, Glasgow G 129 QT
Scotland

Dear Sir / Madam,

In answer to your advertisement in the Education Supplement of The Scottish Express on 15 May 2007, I should like to apply for a holiday job with your company.

I am studying Civil Engineering at the Prague Technical University in my third year and have passed all my exams with distinction. I have a working knowledge of English and would welcome the opportunity to be in an English-speaking environment so that I become more fluent.

Naturally, from a professional point of view I would very much appreciate working with your firm, which would provide me with valuable experience for my future career.

I am 21 years old, enjoy good health and like meeting new challenges.

I would very much appreciate if you would consider my application and look forward to hearing from you.

Yours faithfully,
(hand-written signature)

Exercise

I. Complete the following letter of application .

Sheila Britton
2 Endon Drive
Chorlton, Manchester M21 7TE
England
UK

8th January, 2007

Alexandra Schmidt
Patagonia Gmbh
Museumstrasse 20
7000 Munich22
Germany

Dear Ms Schmidt,

I am writing tofor the position of Public Affairs Assistant which was last week in the International Herald Tribune.

Although I am presently by a non-profit making organisation, it has always been my intention to work in a commercial environment. I would particularly the chance to work for your company and as you will on my enclosed curriculum vitae, the job you are offering both my personal and professional interests.

My work experience has familiarised me with many of the challenges in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position. Moreover, as my mother is German, I am fluent in this language and would definitely working in a German-speaking environment.

I would be pleased to my curriculum vitae with you in more detail at an interview. In the meantime, please do not hesitate to me if you require further information.

I look forward to hearing from you.

Yours sincerely,

Sheila Britton

II. In each of the following sentences, choose the most appropriate word from the options in brackets:

1. I am writing to (*apply, request, ask*) for the post of Sales Consultant advertised in today’s edition of “The Independent”.
2. I enclose my curriculum vitae for the (*job, position, work*) of Program Manager.
3. As you will see from the enclosed (*curriculum vitae, covering letter, application*), I have had several years’ experience of Export Sales.
4. I (*qualified, left, graduated*) from Manchester Technical College with an HND in Electronic Engineering.
5. At present, I am (*worked, employed, taken*) by Unisys, where I work in the customer Service Department.
6. I would be grateful if you could send me an application (*form, formula, card*).
7. While I was at Dell, I was (*responsible, charged*) for the day-to-day running of the Technical Services Department.
8. At ICL my duties (*included, added, completed*) installing and testing new computer systems.
9. I look (*forward, ahead, on*) to hearing from you.

II. Correct common mistakes:

in/with the reference to Your advertisement...	I absolved the University of...
the position/post of the Design Engineer	I have an Engineering diploma
in reply to your letter from 10 December	I am studying Bc degree

TASK 4

Study the sample cover letters enclosed to this file. Pay attention to their layout, format, and style. Then prepare a set of instructions (use the imperative only) how to write a good cover letter. You may use the following words and expressions:

address - addressee - A4 format - at the bottom of the page - at the top of the letter - below - body of the letter - comma - date - in the right(handside) upper corner of the page - paragraph - salutation - sender - signature