

Writing Workshop A covering letter

In a **covering letter**, you explain that you are interested in applying for a job and discuss the most important points on your CV.

Example task: Read the job advertisement and write a covering letter to Mr Banks.

Are you a qualified chef looking for a new job?

Donny's Pizza Place needs to hire a new pizza chef to work in the evenings from Tuesday to Saturday.

Please send your CV to Mr Alan Banks to apply.

A GET IDEAS

- Read the advert carefully and make a note of the job advertised.
- Make notes to answer these questions: What qualifications and skills are needed for the job? What kind of experience would be appropriate? Why would someone be interested in doing it?

B PLAN

- Put your ideas in order and think about how you will begin your letter.
- Organise your ideas into paragraphs.

	Greeting
Paragraph 1	Explain why you're writing, which job you're applying for and where you saw it advertised
Paragraph 2	Give details about what you're doing at the moment
Paragraph 3	Give details about your relevant experience, skills and qualities
Paragraph 4	Ask to be considered for the job and bring the letter to an end
	Sign off

C WRITE

Always include a name if you are given one

Use a range of tenses and structures

Use formal verbs and expressions

Use descriptive adjectives to talk about your qualities

Use modal verbs to make polite requests

Use an appropriate closing expression to match the greeting

Dear Mr Banks,

I am writing to apply for the position of pizza chef at Donny's Pizza Place, which I saw advertised in a local newspaper recently. Please find attached a copy of my CV.

I'm currently taking my final exams in *International Cookery* at *Furthertown Polytechnic* and I expect to achieve a high pass. As a result, I am looking for a relevant position in a restaurant to put my skills into practice.

As part of my course, I visited several European countries to learn about their traditional meals. I spent two months in Pisa working at a *pizzeria* where I learnt to make authentic Italian pizzas. The owner was very impressed with my work and described me as a very hard-working and talented chef.

I feel that I am an ideal candidate for this post and I would be grateful if you would consider me for it. I am available any time to come for an interview.

Yours sincerely,

Maddy Waters

USEFUL LANGUAGE

Giving a reason for writing

I am writing to / in order to apply for the position of ...

I am writing to / in order to enquire about the post ...

Talking about your CV

Please find attached a copy of my CV ...

I have attached a copy of my CV ...

As you can see from my attached CV ...

Talking about what you're doing now

At present, / At the moment I am studying / working ...

I am currently doing a degree / course in ...

As I am still at school / university ...

Talking about your experience

In the past, I have worked as / taken classes in ...

As part of my course, I ...

I recently helped to ...

I have also worked as ...

I have gained valuable experience working ...

Personal quality adjectives

calm	motivated
critical	organized
decisive	perceptive
determined	positive
enthusiastic	punctual
experienced	qualified
focused	reliable
hard-working	responsible
honest	talented
imaginative	trustworthy

Tips for ... covering letters

- ✓ Refer to your attached CV.
- ✓ Be positive about your abilities and experience.
- ✓ Only write about qualities, skills and experience relevant to the job.
- ✓ Be polite and use appropriate formal language.
- ✓ Sign off in an appropriate way.