

THE COVER LETTER

A cover letter is sent to a potential employer along with your resume. A cover letter should grab the reader's attention and encourage your prospective employer to read your CV. It is your first chance to make a good impression. An effective cover letter should explain the reasons for your interest in the organisation and the job you are applying for. Cover letters normally consist of three sections, the introduction, the body and the closing.

- **Introduction.** State your reason for writing. Mention the job you are applying for and where you saw it advertised (a magazine, newspaper, website, etc.).

Es. *With reference to your advertisement in today's
I would like to be considered for the position of ...
advertised in the local paper of 23rd June.*

- **Body.** It may consist of one or two paragraphs in which you explain your interest in the job and how it matches with your skills, education, and experience. Remember, you are interpreting your resume, not repeating it. Highlight some of your most relevant experiences and qualities as they relate to the position for which you are applying. Choose 2-3 general qualities you have exhibited, and provide specific examples to support those points. The aim of this section is to prove that you are the ideal candidate.

Es. *I have just completed a social worker course at
I have obtained a qualification as home care assistant at*

My qualifications include

I have a keen interest in youth work and a great enthusiasm in helping and counselling people.

I believe I am the right candidate for the position you advertised.

- **Closing.** This is a short 2-4 sentences paragraph. You should refer to the enclosed resume and request an interview.

Es. *Enclosed are my CV and my references.*

I would be pleased to call for an interview at any time.

I look forward to hearing from you soon and meeting for an interview.

Don't forget to sign the letter. Read it out aloud and check for spelling and grammar mistakes.



WRITING

- Write a cover letter for each of the positions advertised in the ads on page 276.

ACTIVITIES

