

COVER LETTER COMPLETION

Aim: Give Ss practice writing a cover letter by filling in the blanks in an existing letter.

Preparation: Make one copy of the worksheet for every S.

Comment: Use before the Writing on page 68.

- Ss work in pairs. Give one worksheet to each S. Tell Ss to cover the word box at the bottom.
- Explain the task. Without writing anything, Ss discuss which words could go in the blanks.
- Now have Ss look at the word box and use the words to fill in the blanks in the letter.
- Elicit the answers.

Answers

1. HR
2. Dear
3. advertisement
4. résumé
5. experience
6. In addition
7. taken
8. aspects
9. personality
10. appreciate
11. interview
12. application
13. Sincerely
14. Attached

COVER LETTER COMPLETION

Mr. Yoshioka

(1) _____ Director
Executive Airlines

(2) _____ Mr. Yoshioka,

I am responding to your recent (3) _____ on jobsearch.com for a bilingual international flight attendant. I think I'd make a good flight attendant for Executive Airlines because I'm a very friendly person and I really love traveling. I also enjoy meeting people.

As you can see from my (4) _____, I've had a lot of (5) _____ working with tourists. I worked at the National Gallery last summer as a museum guide and interpreter for Japanese visitors. (6) _____, I'm very good with languages. I'm fluent in English and Japanese and have also (7) _____ some French and German courses.

Because I have several friends who are flight attendants, I understand the positive and negative (8) _____ of the job. I have seen how rewarding and challenging the work is. Moreover, I think my (9) _____ is well-suited for a career in service: I am an efficient, hard-working, patient, and reliable person.

I would (10) _____ the opportunity to schedule an (11) _____ with you. I will be in Tokyo in August, and I truly hope that a meeting will be possible at that time. Thank you for considering my (12) _____.

(13) _____,

Sam Nakamura

(14) _____: résumé

advertisement

application

appreciate

aspects

Dear

Attached

experience

In addition

interview

personality

HR

résumé

Sincerely

taken