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Writing a cover letter activity

Cover letter template	
Subject	Your subject and email address are the first thing the person you are sending your email to will see. • State what position you are applying for
Greeting	 This is a formal email so it starts like a letter. Use 'Dear Sir or Madam' if you don't know who you are emailing Use 'Dear X if you know their full name
First paragraph	 Introduce yourself. What is your name Why are your writing What position are you applying for State where you saw the position advertised
Second paragraph	 Your second paragraph should describe what you have to offer and why you want the job Mention specific qualifications and skills you have and how they match the position you are applying for. Talk about any relevant work experience you have. Describe why you want this job
Third paragraph	 Conclusion. Conclude by thanking the employer for considering you. Make sure to include your contact details
Sign-off	







Choose your sign-off carefully.

- Yours faithfully: if you do not know the name of the person you're writing to
- Yours sincerely: if you know the name of the person you're writing to
- Kind regards: this is less formal than 'Yours sincerely' but still acceptable

Write your own cover letter asking for workexperience.

Subject:

Email text:

