



COVER LETTER



What's a cover letter?

- A cover letter is a document sent with your curriculum to provide additional information on your skills and experience.

Tips for writing a cover letter:

1	Begin and end the letter appropriately - Beginning: Dear sir or madam with no name - closing: yours faithfully - Beginning: Dear Mr/ Ms/ Ms + surname - closing: yours sincerely
2	Give a clear reason for writing - I am writing with regard to .../ to enquire about .../ to apply .../ to express interest in.
3	Use linking Words to join similar ideas into paragraphs . Some linking words: and, also, but, since, because.
4	Include a summery comment near the end of your letter - I hope you Will find this information usefull - I would be very grateful for your assistance in the matter
5	Close your letter with a set phrase. - I look forward to hearing from you.



Examples:

Dear Sir or Madam

I'm writing to you to express interest in the holiday organizer position in Mallorca, which I saw advertised on a website.

I'm a 18 years old and I'm in my last year of secondary school. I really like working with kinds since I have 5 siblings and 2 cousins. I always have to take care of them when our parents go out. In addition to this, I would like to get a P.E degree (Physical education degree) because I like sports a lot.

I hope you Will find this information usefull to show you I'm a perfect candidate for this position.

Look forward to hearing from you.

Yours sincerely



INTRUCCIONES

- Debes seguir las instrucciones dadas en el PPT de manera de hacer la actividad incluida en la guía (1ros class 2-3)
- Debes incluir cada una de las 5 partes explicadas en la diapositiva numero 3
- Puedes seguir el ejemplo dado en la diapositiva numero 4, no así copiar y cambiarle algunas partes, debes si o si realizar una con tus propias ideas.
- Debes entregar el trabajo en un hoja de papel aparte.
- No debes utilizar traductor. Trabajo que se encuentre con uso abusivo de esta herramienta será evaluado con nota mínima 1.