**WfS Cover letter**

**Task 1 Warm-up: Why should I write a letter together with my CV?**

**Task 2 Do you consider the statements true or false?**

1. A cover letter may even be two pages long.
2. A cover letter may be the body of an email with the CV as an attachment.
3. As a geology student applying for a job in finance, you would not mention your geology specialization in your letter.
4. A job advertisement may include a position description that lists essential and/or desirable skills and experiences. The cover letter needs to respond to all of the items.
5. If you know the name of the person, begin with *Dear Mr. Carter / Dear Ms Carter* and end *Yours faithfully.*
6. Use a (semi-) formal, neutral style.
7. Avoid contractions, direct questions and informal punctuation.

**Task 3 Complete the sentences with suitable linking words.**

1. ………………… completing my studies I worked part-time as a Customer Service Assistant for BMT Consulting.
2. I understand that you will receive a large number of applications for this role. I am, ………………, convinced that my motivation, commitment and pre-existing skills make me a very suitable candidate.
3. These experiences have allowed me to develop strong time management and organisational skills, …………………. I see as very important when seeking to work in casual employment while continuing to study.
4. …………… my previous research deals with different issues, there is an overlap with your project as regards the methods of data analysis.

**Task 4 Highlight claims, evidence and specific examples in the letter below.**

Dear Mr. Scott,

Please accept my cover letter and resume in response to the Analytical Chemist Position posted on your website. I have a Bachelor's degree in Analytical Chemistry and am currently pursuing my Master's degree in the same area. I have over four years’ experience working in a laboratory with experience in such techniques as High Performance Liquid Chromatography (HPLC), Polymerase Chain Reaction (PCR) and Gas Chromatography.

I believe I am an excellent candidate for this position because of my educational background and my direct experience in a laboratory setting. After graduating with my undergraduate degree, I began working at Klein Pharmaceuticals where I was responsible for performing HPLC in addition to other laboratory techniques. At Klein, I improved my organizational skills by maintaining accurate lab records, strengthened my attention to detail by auditing lab results in the Quality Assurance Department and enhanced my teamwork skills by becoming a member of the Safety Committee. I am confident that the skills that I have acquired will be a true asset to Baxter University.

I have attached my CV for your review and look forward to discussing this position with you. If you have any questions or require any further information, please contact me on the details provided in my CV.

Sincerely,

Janet Smith

(<https://www.higheredjobs.com/popup/CoverLetterSample3.cfm>)

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#### **Task 5 Personality stories**

#### **Choose one of the three topics below. Describe a situation from your life or your studies which illustrates that you possess the skills for the first, second or third type. What would such a story say to an employer?**

#### **your “hard skills” - a task you have done in your field of study when you applied specialized knowledge of the subject**

#### **your team-working abilities - a situation when you worked in a team**

#### **how you organize time – an example of an activity/event which demanded time planning**

 (adapted from: ARMER, T. *Cambridge English for Scientists.*2011.CUP)