

Cr011 27.2

- **TASK Letter of motivation (cover letter) checklist. When writing a letter of motivation, you should answer the following questions.**
- A Where did I find out about it?
- B What position/programme am I applying for?
- C What attracts me to the position?
- D How do my skills and abilities **relate to** the position/programme offered?
- E What are my strengths?
- F (When am I available for an interview?)
- G Have I thanked the reader for considering my application?

- **TASK Study the sample cover letter collocations.**
- ultimate **career goal**
- diligent **work ethics**
- flexible attitude
- highlight one's **relevant** experience/education (relevant to the position)
- **excited to learn about the opportunity**
- **I would like to/I would be happy to further explore the opportunity**
- Academic/professional/educational/personal background

- **make** a valuable/significant **contribution to** the organization/company
- Fulfilling/valuable/stimulating experience
- enable me to **contribute** significantly **to**
- **face** complex **challenges**
- Please kindly **see the attached/enclosed resume/CV...**
- I would greatly appreciate the opportunity to discuss/explore...
(asking for an interview)
- I would like to develop working knowledge of...

- be doing/pursuing (pursue v.) a bachelor/master/doctoral degree **in**
- **spark** one's **interest**
- be **majoring in**
- a **comprehensive** medical/educational background
- further exposure **to** (+ n.) working knowledge in the field
- advance (v.) my career
- cutting-edge (new/innovative/creative) projects

- Great public speaking (Chris Anderson, TED)
- <https://www.youtube.com/watch?v=-FOCpMAww28>

- 1. Focus on one major idea.
- 2. Give people a reason to care.
- 3. Make sure your idea is worth sharing.
- 4. Build your idea with concepts familiar to the audience.

- Customize
- Improvize (~~improve~~)

Sample letter 2

- Dear [],
- I am pleased to (+ RV) be writing to you today regarding/about my application for the nursing position advertised on (FILL IN Website Name). I believe (that) my qualifications and experience **1 make me a perfect/an ideal candidate** for this job.
- I have a Bachelor's Degree in nursing and 6+ years of **proven experience** effectively and efficiently managing **2 a laboratory/an emergency care unit/matches/a gym**. I am an extremely organized, calm, and patient professional with **excellent healthcare/communicative/management skills**. I have a passion for providing quality care/service to patients/audience/in matches, and **3 I would like/I am eager** to **inspire** other staff/team members to **strive to** provide above-standard levels of service.
- **4 Working** as a **certified** referee/**registered** nurse at Chicago Medical Center, I am **tasked with** evaluating the medical conditions of up to 20 patients daily, and **developing** and **directing** a rotational system to manage the care of patients and otherwise coordinate workforce management. **5 Throughout my career,** I have been recognized as a **dedicated**, **ambitious**, and **reliable** person who has the ability to work without supervision.

- **6** **On the one hand**, my four years of experience as an Assistant Nurse at Bright Spot LTD helped me realize and **implement** clinical duties/skills/knowledge (that/which) **I learned during the course of my education.** **7** **On the other hand**, I was commended for proficiently **handling difficult situations** with patients and their family members.
- I believe a relationship/cooperation with your company would be **mutually beneficial** (a win-win situation/solution), as I am seeking a challenging work environment where I can **use my skills to the fullest extent.** **8** **I look forward to** hearing from you, and would love to explain my skills further during an **interview.** **9** **There is/Please find/You may find** a detailed account/explanation of my work history in the attached resume.
- Sincerely/Your sincerely/Regards/Best regards/Kind(est) regards,
- [Your Name]

- TASK PRESENTATION PARTS – SIGNPOSTING. In a good presentation, what you say – the content – is much more important than anything else. But a **clear structure** helps. When you move on to your next point or change direction, **tell the audience**. You can do this easily and effectively using simple phrases as “signposts” to guide the audience through your presentation. Use the following signpost expressions to complete the table below.

- *to move on to, to go back to, to summarize, to expand on, to recap on, to turn to, to digress from, to conclude, to elaborate on*

WHEN YOU WANT TO	YOU SAY
• make your next point	<i>to move on to (the next issue)</i>
• change direction	<i>to turn to (my next point)</i>
• refer to an earlier point	<i>to go back to (what I've said/the first point)</i>
• repeat the main points	<i>to recap on (what we've covered)</i>
• give a wider perspective	<i>to expand on (our previous discussion)</i>
• do a deeper analysis	<i>to elaborate on (this particular issue)</i>
• give the basics (esp. at the end)	<i>to summarize</i>
• give overall structure (at the beginning)	<i>to give an overview of...</i>
• depart from your plan	<i>to digress from (my original plan)</i>
• finish your talk	<i>to conclude/in conclusion,</i>

- **TASK PRESENTATION PARTS – SUMMARY OF A SECTION AND TRANSITION TO NEXT POINT.** What is the function of a summary? Where do we put summaries in a presentation? Is one summary per presentation sufficient? In your presentation, use the following phrases to create an easy-to-follow structure.
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- Indicating the end of a section
 - *So this is all I have to say about.....*
 - *This brings me to the end of my first point.*
 - *So much for point one.*
 - *This is all you need to know about....*
-
- Summarizing a point
 - *Let me briefly summarize the major issues.*
 - *The important things to remember here are....*
 - *In a nutshell,*
 - *To make a long story short,*
 - *Let's wrap up the most important issues at stake here.*