

**LETTER OF APPLICATION  
(COVER LETTER)**

- 1. Why do you write a letter of job application? What is its purpose?**
  
- 2. What should be included in such a letter?**
  
- 3. What would you like a future employer to know about you? Note this information down in a list.**
  
  
  
  
  
  
  
  
  
  
- 4. What do you think the future employer would like to know about you? Note this down too. Are your lists the same?**
  
  
  
  
  
  
  
  
  
  
- 5. Now compare your lists with a colleague's. Discuss the similarities and differences.**
  
  
  
  
  
  
  
  
  
  
- 6. What should be included in a cover letter?**
  
  
  
  
  
  
  
  
  
  
- 7. Look at a letter of application and try to identify the seven parts in it.**
  - a. I am an English teacher with an additional RSA qualification in TESL.
  - b. I am teaching in Livingstone at the moment and also work for the Adult Literacy scheme as a tutor in ESL.
  - c. I am writing to enquire about the possibility of teaching English as a foreign language
  - d. either on summer courses or in the longer term.
  - e. I enclose a CV
  - f. and would be glad to enlarge on this if required.
  - g. I look forward to hearing from you.

**8. Study the jumbled text and label each part according to its function. Then put the sentences in order.**

- a. As my contract expires in September, I will be free to take up the job from October onwards.
- b. As you can see from my CV
- c. I look forward to hearing from you in due course.
- d. I am currently working for the Aranco Oil Company in Saudi Arabia.
- e. I have the RSA Diploma in TEFL and have been teaching ESP since 1985.
- f. I am writing in reply to your advertisement for an ESP teacher in the Guardian of June 15, 1999.
- g. I would be grateful if you could send me further details of the post.

qualification  
present situation  
purpose  
availability  
enclosing CV  
further contact

**9. Write a letter in response to the advertisement you have chosen.**