

Cover letter practice activities (answers)

Study the cover letter provided by your teacher and answer the questions below.

1. Where does the writer put his address? (top right corner) Where else could he put this information? (top centre, as in headed paper)
2. What information does he put on the left, below the date? (name, job title and address of recipient)
3. Here the recipient is addressed as "Ms. Mary Jones". What other titles do you know? (Mr, Miss, Mrs, Dr..... point out the differences between them)
4. What punctuation mark is used after the initial greeting? (a colon) Is it possible to use different punctuation ? (yes – US English put a colon, GB English put a comma or nothing)
5. What greeting should you use if you don't know the name of the person you are writing to? (Dear Sir or Madam = GB, Ladies and Gentlemen/To whom it may concern = US)
6. What job is the writer applying for, and how did he find out about it? (sales rep, job ad in NYT)
7. What relevant qualifications and experience does the writer have? (quote directly from paragraph 2 of the letter, checking vocabulary)
8. What verb tenses does the writer use in paragraph 2? (past simple and present perfect) How does he use them differently? ("the internship I had" = past simple for action at a definite past time, ie, he is no longer doing this internship; "I have worked as a waiter for the past four years" = present perfect for an action which started in the past and continues in the present; "I have been formally commended by management several times" = present perfect for actions which happened at an unspecified time in the past.)
9. How does the writer indicate that he wants to have an interview for the position? ("I would very much like an opportunity to discuss your specific needs and my overall abilities regarding the announced position.")
10. The writer uses the closing expression "Sincerely". What other closing expressions do you know and what are the differences between them?("Yours sincerely" = GB, when you know the name, otherwise use "Yours faithfully". "Best regards" can be used for email applications.)
11. Where do the writer's signature and printed name appear? (signature directly below the closing expression, on the left, followed by the printed name)
12. Why does the writer put "Enclosure" at the bottom of the letter? (Because he is sending his CV with the letter.)