

Real life 1

Writing a covering letter

1 Louisa Barry wants to apply for a job through *Horizons Unlimited*, so she is sending her CV and a covering letter. Put the addresses and date in the correct position on the page opposite.

c _____

a _____

b _____

30th April 1998

Horizons Unlimited

PO Box 444

Richmond

Surrey

SJ5 4TS

15 Thayers Farm Road

Abingdon

Northampton

NT12 4PF



2 Put Louisa's letter in the correct order. (There may be more than one possibility.) How many paragraphs do you think the letter should have?

- a I would therefore be particularly interested in any secretarial positions that you have available, especially in France or Switzerland. ☐
- b I will be available to start work from the middle of June. ☐
- c I look forward to hearing from you soon. ☐
- d Yours faithfully, ☐
- e I enclose my CV, as requested. ☐
- f I am a qualified and experienced secretary, and am bilingual in Spanish and English. I also speak French fluently. ☐
- g I am writing in reply to your advertisement for temporary summer positions, which appeared in *The Western Mail* on 27th April. ☐
- h Dear Sir or Madam, ☒
- i However, I am willing to consider any kind of work. ☐
- j Louisa Barry ☐

3 Is the layout of a formal letter the same or different in your language? Underline five phrases in Louisa's letter that might be useful in any formal letter that you write in English.

4 Write a similar letter to *Horizons Unlimited* in response to their advertisement on page 54. Mention briefly where you would like to work, and what kind of work you would be interested in. (You can invent qualifications and experience!)