

A COVERING LETTER

Here you will find a guide on how to write a cover letter, this will help you to get an interview as this is the first thing an employer is going to see about you.

1

To write a common cover letter you may take in consideration its layout, it refers to the order this letter has. The first part includes some details about the person or company you are sending the letter as its telephone number and address, then you continue with your own detail information, here you should include contact information such as your name, address and postal code, etc.

2

To start writing the body of your letter, you may include a proper salutation it depends on the person you writing to as Mr., Sir or Dr. You can also say Mrs. or Miss. if you are writing to a married or single woman. After that, you can start with the first paragraph that talks about the reason why you are writing your letter and how you know about the vacancy.

3

To continue with a second paragraph, you have to give information about your qualifications and what you can offer to the company, it is important to give examples on how you apply your skills. At the end you close the letter thanking for their consideration and how you will follow up with the process, for example when you will be available for the interview. The last part of your letter includes your name and signature as the author of the letter.

Here you will find a traditional layout on a covering letter:

COMPANY TELEPHONE NUMBER
COMPANY E-MAIL ADDRESS
DATE

CONTACT INFORMATION

Your street
Your town
Your country
Your postcode

COMPANY INFORMATION

Company name
Company Street
Company Town country
Company Postcode

SALUTATION

Dear Sir

FIRST PARAGRAPH:

I'm writing in response to the announcement in the _____ dates _____ I am available to work_____. I hope this time me be good suitable_____.

SECOND PARAGRAPH:

Whilst at _____ I was occasionally asked to____ for another organization, I ___ between _____ I have wide experience in_____.

CLOSING SECTION:

I would love to work for your company and hope you will give my application serious consideration. I am available for interview at any time. Please find enclosed my CV.

Looking forward to hearing from you in the near future,

Yours sincerely,

SIGNATURE

Name

USEFUL VOCABULARY

Take into account the correct preposition used after some words:

- Would like to **apply FOR** the assistant job.
- The **position OF** Sous Chef.
- If you would like to **discuss** this **IN** more detail.
- I can work **UNDER** pressure.
- I was in charge **OF** cooking soups, meats, vegetables, desserts and breads.
- I was **responsible FOR** reviews food requisitions from the various workstations and forwards to Executive Sous Chef for final approval.

uy



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