

Soukromá střední  
škola podnikání  
a managementu, o.p.s.,  
Havlíčková 16,  
680 01 Boskovice



evropský  
sociální  
fond v ČR



MINISTERSTVO ŠKOLSTVÍ,  
MLÁDEŽE A TĚLOVÝCHOVY



OP Vzdělávání  
pro konkurenceschopnost



## INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

<b>Číslo projektu</b>	<b>OP VK 1.5 25549863</b>
<b>Název projektu</b>	Moderní škola
<b>Název školy</b>	Soukromá střední škola podnikání a managementu, o.p.s.
<b>Předmět</b>	Anglický jazyk
<b>Téma</b>	Covering letter
<b>Ročník</b>	4.
<b>Jméno autora</b>	Mgr. Kateřina Trnečková
<b>Anotace</b>	Žák napíše průvodní dopis v anglickém jazyce.
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# Covering letter - a job application letter

Created by Kateřina Trnečková



# Outline of presentation

- Definition of covering letter
- Rules for writing covering letters – general
- Layout of cover letter
- Vocabulary
- Useful phrases
- Writing task
- Resources



# Definition of covering letter

A letter containing extra information that you send with something (with CV – an application letter)

A cover letter (AE), covering letter (BE), motivation letter or a letter of motivation

# Revision – rules for writing formal letters

Use formal language

Do not use colloquial language or slang

Do not use short forms

## Types of salutations and endings

Dear Sir or Madam – **Yours faithfully**

Dear Mr. Greenman – **Yours sincerely**

Ending **Yours truly** for both (AE)

## Titles

Mr / Mrs / Miss / Ms

Applicant's  
address

Address of the  
organisation – name  
of the manager,..

Date

Salutation

Saying why are we writing, the job we are applying for

Our experience of working in this or similar position

Our personal qualities, our possible references

Possible start of the job

Final phrases : I am enclosing my CV. /I look forward to hearing from you soon.

Suitable ending

Signature  
Name



Applicant's name  
and address

Address of the  
organisation – name  
of the manager,..

Date

Salutation

Saying why are we writing, the job we are applying for

# Vocabulary

## Qualities

Fast learner (rychle se učím)

Punctual (dochvilný)

Enthusiastic (nadšený)

Reliable (spolehlivý)

Hard-working (pracovitý)

Organized (uspořádaný, srovnaný)

Careful (pečlivý)

Patient (trpělivý)



# Useful phrases

- I am writing to apply for the post of.....
- I have considerable experience of ....
- My responsibilities include.....
- I consider myself to be .....
- I would be grateful for the opportunity to visit you
- I would appreciate to discuss my application with you in person
- I am available to start work .....

# Writing task

Write a **letter of application** of **120-150 words**.

- You want to apply for the **job of bank officer** in your town. You saw the advert for this job in Boskovicko on 12th November. They are looking for a reliable, punctual person with good level of English and ability to use standard computer programmes. Working hours are from 8 a.m. to 4 p.m.
- Apply in writing to: Bank Mirror, Mrs Marie Nováková, Husova 25, 680 01 Boskovice



# Writing task - instructions

In the letter include:

- The job you are applying for and where you saw the advert
- Your experience with similar job, your responsibilities in past jobs
- Your personal qualities and possible references
- Say you would like to come for an interview and when you could start work

# Resources

- FALLA, Tim, DAVIES, Paul Maturita Solutions Intermediate Student's Book. 1.vyd. Oxford: Oxford University Press, 2008.
- [http://en.wikipedia.org/wiki/Formal\\_letter](http://en.wikipedia.org/wiki/Formal_letter)
- <http://www.helpforenglish.cz>