

Preparing and writing a covering letter.

Here are some useful sentences you'll need to get a nice CV and covering letter

PROFESSIONAL SKILLS: WRITING A COVERING LETTER

I am writing to apply
As you can see
Yours sincerely,
In addition
find attached a copy of my CV
I have two years' experience
as advertised
My responsibilities include
please do not hesitate to contact me
I look forward to

Professional practice Covering letters

The following phrases are useful when writing covering letters.

- say where you saw the advertisement
I'm writing in reply to your advertisement in the (name of newspaper).
- say what job you are interested in
I would like to apply for the position of (job title).
- emphasise what makes you the right person for the job
I have experience in (types of duties and responsibilities).
I am a (positive adjectives to describe you) person.
- say when you can attend an interview
I am available for interview (days and times).
- write a concluding sentence
I look forward to hearing from you.