

An email cover letter

Learn how to write a cover letter or email to respond to a job advert.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Put the words in the correct groups.

sales assistant	communication skills	high school diploma	IT consultant
degree in information technology	ability to work under pressure	Master's in Engineering	certificate in hotel management
engineer	marketing manager	good team player	good at problem solving
Jobs	Education	Skills	

An email cover letter

From: Laura Mazzanti
To: David Kelly, HR Manager
Subject: Application for sales manager position

Dear Mr Kelly,

I am writing in response to the job advertisement on the ABC Jobs website for the position of sales manager.

I have five years of experience in sales. For the last three years, I have worked as a team leader, managing a team of 20 sales assistants in a large store. I have experience in hiring, training and managing staff. I have good communication skills and I can speak Italian, Spanish and English.

I have attached my CV with more information about my background and qualifications.

I look forward to hearing from you soon.

Best regards,

Laura Mazzanti

.....

Tips

1. Be specific in the subject line and say what job you are applying for.
2. Start your email with *Dear Mr/Mrs/Ms* + person's surname.
3. Say where you saw the advertisement.
4. Say which job you're applying for. You can use the sentence *I'm writing in response to the job advertisement for the position of ...* .
5. Write a short paragraph to say why you're suitable for the job. Mention your education, qualifications, work experience or skills.
6. Attach a CV (also known as a *résumé* in the USA) with more information about your qualifications and background.
7. End by saying *I look forward to hearing from you soon* or *I hope to hear from you soon*.
8. Sign off with *Best regards* or *Best wishes*.

Tasks

Task 1

Choose the correct answer.

1. Which of these is the best subject line?
 - a. Jobs
 - b. Application for IT consultant position
 - c. IT consultant
 - d. Job advertisement
2. Which of these should you NOT use to start a cover letter or email?
 - a. Dear Mr Kelly,
 - b. Dear HR Talents,
 - c. Hi Stephen,
 - d. Dear Sir/Madam,
3. Which of these phrases can you use to complete this sentence? *I'm writing ... the job advertisement for the position of IT consultant.*
 - a. in response to
 - b. regarding
 - c. with regards to
 - d. in response to / regarding / with regards to (all answers are correct)
4. In your email, what can you also include?
 - a. details of your hobbies
 - b. all of your work experience
 - c. one or two examples of your relevant skills
 - d. the names of all your family members
5. What is a CV called in American English?
 - a. a résumé
 - b. a job application
 - c. an advertisement
 - d. a position
6. Before writing your name, how can you sign off your email?
 - a. Ciao!
 - b. Later,
 - c. Bye,
 - d. Best regards,

Task 2

Put the parts of the email in the correct order.

..... Best regards,

..... I look forward to hearing from you soon about a possible job interview.

..... Please see my attached CV for more information about my qualifications and experience.

..... Taukif Ali

..... Dear Ms Tan,

..... I'm writing with regards to the position of lead engineer you advertised on your website. I have many of the qualifications you are looking for and am interested in applying for the above job.

..... I have a Master's in Engineering and ten years' experience leading an engineering project based in Dubai. I have the ability to work under pressure and excellent problem-solving skills.

Task 3

Write a word to fill the gaps.

(1) Ms Campbell,
I'm writing (2) response (3) your job advertisement for an outreach worker. I have six years' experience working (4) the charity sector. I have worked (5) three years (6) a social worker. I also worked as (7) volunteer for three years (8) a centre for the homeless.

I have good experience of working (9) a team and organising my own workload.

Please find attached my CV (10) more information.

I am looking forward (11) hearing (12) you.

Best regards,
Sam Hill

Discussion

What kind of information would you include in your CV or résumé?

Answers

Preparation task

Jobs	Education	Skills
sales assistant	degree in information technology	good at problem solving
engineer	Master's in Engineering	communication skills
IT consultant	certificate in hotel management	ability to work under pressure
marketing manager	high school diploma	good team player

Task 1

1. b
2. c
3. d
4. c
5. a
6. d

Task 2

- 6
- 5
- 4
- 7
- 1
- 2
- 3

Task 3

1. Dear
2. in
3. to
4. in | for
5. for
6. as
7. a
8. in | at | for | with
9. in | with
10. with | for
11. to
12. from