

# Writing a covering Letter

## Covering Letter

1 Opposite is an advertisement you might see in a magazine or news paper. Read the ad and answer the questions below.

What is Jobs4U?

What sorts of jobs do they offer?

How do you apply for a job?

What is *seasonal* work?



**LOOKING FOR SEASONAL WORK?  
LOOKING FOR ADVENTURE?**

**JOBS4U** IS AN INTERNATIONAL EMPLOYMENT AGENCY SPECIALISING IN PLACING PERSONNEL WITH ACTION & ADVENTURE COMPANIES. WE ARE LOOKING FOR PEOPLE WHO ARE:

**HARD WORKING • ENTHUSIASTIC • ENERGETIC • RELIABLE**

**WE HAVE THE FOLLOWING VACANCIES:**

- GROUP LEADERS*
- CLIMBING INSTRUCTOR*
- LIFE GUARDS*
- TREKKING GUIDES*
- MAINTENANCE STAFF*
- KITCHEN STAFF*
- HOTEL STAFF*

WE OFFER AN ATTRACTIVE SALARY AND BENEFITS, INCLUDING TRAVEL EXPENSES AND PAID HOLIDAYS.

TO APPLY FOR ONE OF OUR VACANCIES PLEASE SEND A COPY OF YOUR CV TO:

**Jobs4U, 97 Smithfield Lane, Stratford, ST45 7XU, England.  
Tel: 0044 1987 656576      WWW.Jobs4U.co.uk**

2 When you apply for a job, you should send a copy of your CV and a covering letter. Write the information below in the correct position on the page opposite.

Jobs 4 U  
Smithfield House  
Smithfield Lane  
Stratford  
ST45 7XU  
England

7th March 2007

Jan Pulkrabek  
Nova 815  
Breclav  
69055  
Czech Republic

Dear Sir or Madam,

Blank area for writing the covering letter, including a vertical column of five lines on the right side for an address.

**3** Here is a covering letter to *Jobs4U*. Put the parts of the letter into the correct order. (There may be more than one possibility)

**4** In the box below, write your own letter similar to the one opposite. Choose which job you would like to apply for. You may invent your own qualifications and experience.

Remember to add:

**Your address**  
**The address of *Jobs4U***  
**The date**

- A. but I am happy to consider any other vacancies you may have.
- B. Yours faithfully,
- C. I look forward to hearing from you soon.
- D. Dear Sir or Madam,
- E. I am writing in reply to your advertisement for seasonal employment, which appeared in the March edition of *Adventure Magazine*.
- F. Jan Pulkrabek.
- G. I have enclosed a copy of my CV as requested.
- H. I am very interested in the position of life guard, as I have 2 years experience of working in a busy swimming pool,