

## **WRITING A COVERING LETTER TEACHER'S NOTES**

### **Aim**

To write a covering letter to accompany a résumé / CV.

### **Time**

45 minutes.

### **Preparation**

Make one copy of the worksheet for all the students in the class.

Students should have completed the following worksheets before attempting this task:

- Understanding job advertisements
- Identifying capabilities and achievements
- Preparing your résumé

### **Procedure**

- 1 Write the framework for the covering letter on the board and explain the areas designated for addresses, dates, etc.
- 2 Give out a copy of the first page of the worksheet to every student in the class and explain the tasks that are required in exercises A–C.
- 3 Students work in groups. Monitor student progress, while assisting with the missing vocabulary. Allow all correct answers to be accepted.
- 4 Show good examples on the board for all the class to see.
- 5 Students break into pairs and exchange their work. Students read each other's work to see different ideas as well as to check for errors and omissions.
- 6 Hand out the second page of the worksheet. Students complete the task in their own words.

### **Example covering letter using Exercises A–C.**

I am a recently qualified college / university graduate and would like to apply for a position at your school. As you can see from my résumé, I have recently graduated with a Bachelor of Arts, Thai language major, from Udon Thani Rajabhat University.

I am an enthusiastic and focused self-starter who uses his own initiative and sets high standards. Keen to pass on knowledge and skills to others, I have excellent communication skills and I am used to dealing with a wide range of people. I am a fast learner who is looking for an opportunity to use his strong interpersonal, management and team skills.

I would like to meet you to further discuss the possibilities of our working together. I am available to attend an interview at your convenience.