

### **How to write a cover letter :**

A resume without a cover letter is like a burger without a bun. If you really wanted a job from somebody, you wouldn't send them a burger without a bun, would you? Of course not.

You will need: A computer, typewriter, or some other mechanical writing device. A cover letter should never be handwritten

Step 1: Address the letter to a specific person. Writing "to whom it may concern" is lazy—tracking down the right person shows real moxie.

Tip: If you're unsure who to write, call the company and ask. Make sure you get their exact title and the correct spelling of their name.

Step 2: Open your letter with a short introduction that gets right to the point—say what position you're after and how you found out about it.

Step 3: Demonstrate that you understand what the company does, and show enthusiasm for whatever that is.

Tip: Read through the company's website to find details you can mention in your letter.

Step 4: Relate your past work experience to the current opening. Don't count on employers to connect the dots and realize how your previous jobs are relevant.

Step 5: If you're responding to a job posting, adapt your writing to address specific things mentioned in the post.

Tip: Keep your cover letter short and concise. It shouldn't be longer than a page. A few brief paragraphs is enough.

Step 6: If you are attaching additional materials, like a portfolio or a reel, mention that at the end of the letter.

Step 7: After thanking your reader, sign off with a suitable closing, like "Sincerely" or "Best." And type your name on the next line.

If you're mailing your letter, leave four blank lines between your closing and your typed name so you have room for your signature.

Step 8: Make sure you've included all your contact information, even if it's already on your resume.

Step 9: Proofread your letter carefully, word by word. Have a friend read it over. At least twice.

Tip: If you're emailing the letter, send it to yourself first to make sure there are no formatting errors.

Step 10: Send your letter! And rest assured that your extra care will set you apart from the crowd.

### **A) Find in the text words or expressions corresponding to the following definitions:**

connected with what is being discussed \_\_\_\_\_  
a machine with keys that you press to produce letters and numbers on paper \_\_\_\_\_  
round bread \_\_\_\_\_  
a large group of people together \_\_\_\_\_  
courage and motivation \_\_\_\_\_  
not printed by a machine \_\_\_\_\_  
motion picture or video which can be added to an application \_\_\_\_\_  
minimum \_\_\_\_\_

the fact of knowing about something \_\_\_\_\_  
job \_\_\_\_\_  
of the present time \_\_\_\_\_  
CV \_\_\_\_\_  
extra documents that can be added to a letter \_\_\_\_\_  
a document sent with your CV to provide additional information \_\_\_\_\_  
to find and correct mistakes in a text \_\_\_\_\_  
last words of a letter \_\_\_\_\_

### **B) Say whether the following statements are right or wrong. Justify with a quote from the text.**

A cover letter is never necessary. Right/Wrong

It's advisable to use a fountain pen rather than a pencil. Right/Wrong

In some cases, it may be a good idea to telephone before sending the letter. Right/Wrong

Employers will necessarily link what you did before to the present offer. Right/Wrong

Be neither too long nor too vague.

Right/Wrong

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A cover letter is signed just under your name.

Right/Wrong

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**C) Translation**

Si vous commencez votre lettre par « à qui de droit », vous ne prouvez pas que vous vous êtes intéressés à l'entreprise.

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La personne qui vous lira ne fera pas le lien entre vos activités précédentes et l'offre d'emploi présente si vous ne le lui expliquez pas.

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Quelques courts paragraphes suffisent à convaincre.

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L'important est de se distinguer des autres candidats.

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Soyez certain qu'une lettre de candidature soignée sera appréciée.

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