


LESSON5

WRITE A COVER LETTER



YUKI OGAWA

@YukiO

My friend just asked me to look at her cover letter. Hope she gets the job!

1 BEFORE YOU WRITE

A

Read the cover letter. What job does Ana want?

Ana Melo

494 56th Street

Oakland, CA 94609

Ms. Joan Carter

Director, City Tours

121 North Point Street

San Francisco, CA 94109

September 21, 2018

Dear Ms. Carter:

I am interested in the tour guide job for international visitors advertised on your website. I love San Francisco, and I hope to share my knowledge with visitors from around the world.

I have the experience and skills for this job. I grew up in São Paulo, and I was a tour guide there for two summers. I speak four languages—Portuguese, Japanese, Spanish, and English—and I love working with people from different countries. I studied history in college, and I learned about the history of San Francisco when I moved here. Also, I love telling visitors about new places.

Please see my résumé for more details about my work history. Thank you for your consideration, and I hope to hear from you soon.

Sincerely,

Ana Melo

B

Read the letter again. Take notes in the chart.

Experience	Skills

- C

PAIRS

Do you think Ana can be a good tour guide? Why or why not?
- D

PAIRS

Do you think you can be a good tour guide? Why or why not?

## 2 FOCUS ON WRITING

- A** Read the Writing Skill.
- B** Read the letter in 1A again. Label each part of the letter with the bullets from the Writing Skill.

### WRITING SKILL Organize a cover letter

In a cover letter, you should:

- Use a formal greeting
- Say why you're writing
- Say why you want the job
- Say why you will be good at the job
- Thank the person for reading
- Use a formal closing

## 3 PLAN YOUR WRITING

- A** Choose a job you would like to apply for. Why are you a good person for the job? Complete the chart with your experiences and skills.

Job:	
Experience	Skills

- B PAIRS** Tell your partner why you will be good at this job.

*I am a good person for this job because ...*

## 4 WRITE

Write a cover letter to apply for a job that you want. Use the sentences in the model to help you begin and end your letter. Follow the organization in the writing skill.

## 5 REVISE YOUR WRITING

- A PAIRS** Exchange letters and read your partner's letter.
1. Did your partner name the job that he or she wants?
  2. Did your partner give reasons why he or she is a good person for the job?
  3. Did your partner follow the organization in the writing skill?
- B PAIRS** Can your partner improve his or her letter? Make suggestions.

## 6 PROOFREAD

Read your cover letter again. Can you improve your writing?

Check your

- spelling
- punctuation
- capitalization