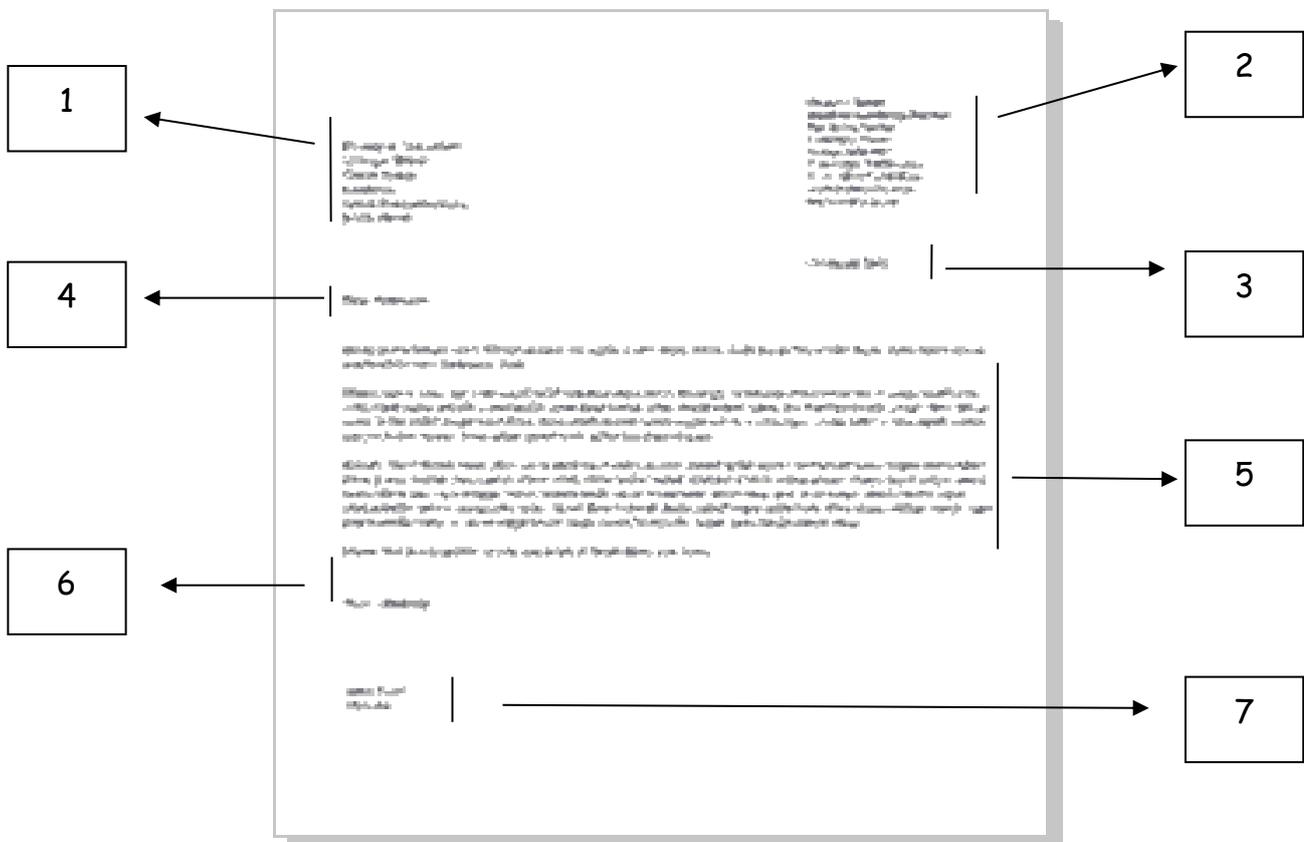


# TD#3 - writing a cover letter

## I. Common layout of a formal cover letter



1) The \_\_\_\_\_ of the person you are writing to

2) Your \_\_\_\_\_

3) Date

You can write the date on the right or on the left on the line after the address you are writing to.  
Write the \_\_\_\_\_ as a word.

Practice. Write the following dates in English:

○ 12 octobre 2021 : \_\_\_\_\_

○ Mardi 5 juillet 2020 : \_\_\_\_\_

- 21 février 1999 : \_\_\_\_\_
- mercredi 16 juin : \_\_\_\_\_

#### 4) Salutation or greeting

a) If you do not know the name of the person you are writing to, use the following form:

\_\_\_\_\_ (try to find out a name.)

b) If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the last name only. If you are writing to a woman and do not know if she uses Mrs or Miss, you should use \_\_\_\_\_, which is for both married and single women.

Dear Mr Jenkins, Dear Ms Hawers, Dear Dr Green, Dear Professor Iverson....

## II. The content of your cover letter

### 1. Opening Paragraph

Briefly identify yourself and the position you are applying for. Add how you found out about the vacancy.

### 2. Paragraph #2

Give the reasons why you are interested in working for the company and why you wish to be considered for that particular post. State your relevant qualifications and experience, as well as your personal qualities that make you a suitable candidate.

### 3. Paragraph #3

Inform them that you have enclosed your current resume and add any further information that you think could help your case.

### 4. Closing Paragraph (6)

Give your availability for interview, thank them for their consideration, restate your interest and close the letter.

- \_\_\_\_\_ is used if the recipient is known and addressed by the name.
- \_\_\_\_\_ is used if the name of the recipient is not known

## 5. Signature (7)

Sign your name, then print or write it underneath the signature.

First name first! ~~Biden Joe~~ → Joe Biden

### III. Common abbreviations used in letters

The following abbreviations are widely used in letters:

- \_\_\_\_\_ = enclosure (when you include other papers with your letter)
- \_\_\_\_\_ = per procuracionem (a Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc)
- \_\_\_\_\_ = postscript (when you want to add something after you've finished and signed it)
- \_\_\_\_\_ (*informal*) = please turn over (to make sure that the other person knows the letter continues on the other side of the page)
- \_\_\_\_\_ = please reply

### IV. Practice. Translate into English

- Je me permets de vous écrire : \_\_\_\_\_
- Je souhaite postuler pour le stage de (...) dont vous avez publié l'annonce dans... :  
\_\_\_\_\_  
\_\_\_\_\_

- Je suis disponible pour entretien le .... : \_\_\_\_\_

- Veuillez trouver mon CV ci-joint : \_\_\_\_\_

- J'attends avec impatience la possibilité de pouvoir discuter avec vous :  
\_\_\_\_\_

- Dans l'attente d'une réponse de votre part : \_\_\_\_\_

## V. Important vocabulary.

Group work. Useful adjectives you can write in your letter:

## VI. What about emails?

Can you find the abbreviations widely used in emails?

- as soon as possible: \_\_\_\_\_
- when you send a copy of a letter to more than one person, you use this abbreviation to let them know: \_\_\_\_\_
- when you send a copy of a letter to someone else but you do not want the recipient to know: \_\_\_\_\_

What are the translations to the following expressions?

- Veuillez trouver en fichier-joint: \_\_\_\_\_
- Cordialement : \_\_\_\_\_

## VII. Match each symbol with how you say it:

- |            |          |               |            |              |               |        |                       |
|------------|----------|---------------|------------|--------------|---------------|--------|-----------------------|
| 1. at (UK) | 6. slash | 2. back slash | 7. small H | 3. capital H | 8. underscore | 4. dot | 5. hyphen (US) / dash |
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