

how to write a cover letter



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how to end

- yours faithfully
- yours truly
- yours sincerely
- sincerely

I look forward to hearing from you soon

thanking you in anticipation

hope

thank you for your time and attention

thank you very much for your time and attention

thank

I'm willing to work really hard

I think I would be great for this job

this job would be an enriching experience and I would really enjoy it

motivation

I can work at weekends and during school holidays

I'm available every day after school from... to... and on... (days)

I'm free on Saturdays from... to...

availability

I trust you'll find me...

I'm very ...

Everybody says I'm..

skills/ qualities

I love ... and I have often (+ participe passé)

I like being in contact with...

what do you like doing ?

in a team/ alone

with children / with tools

outside / inside

I enjoy working

how to start

Dear Mr Smith,

Dear Sir,

Dear Mrs Brown,

Dear Madam,

Dear Sir or Madam,

what do you want ?

I'm writing to apply for the job of...

I'm writing regarding your advertisement for a (job/ position)

I'm writing in response to your job announcement for a (job/position)

introduce yourself

I'm ... years old and...

in high school / in secondary school

a student at (name of the school)

a high school student / a secondary school student

why did you choose this job ? experience ?

This job seems perfect for me because ...

I'm interested in this position because my dream is to...

I have never worked as a (job) before but I do have some work experience

I'm planning to study... next year, so this would be a fantastic experience for me

abilities

I can + VB...

I know how to VB...

I have already (+ participe passé)