

## COVER LETTER COMPLETION

---

**Aim:** Give Ss practice writing a cover letter by filling in the blanks in an existing letter.

**Preparation:** Make one copy of the worksheet for every S.

**Comment:** Use before the Writing on page 68.

- Ss work in pairs. Give one worksheet to each S. Tell Ss to cover the word box at the bottom.
- Explain the task. Without writing anything, Ss discuss which words could go in the blanks.
- Now have Ss look at the word box and use the words to fill in the blanks in the letter.
- Elicit the answers.

### Answers

1. Personnel
2. Dear
3. advertisement
4. résumé
5. experience
6. In addition
7. taken
8. aspects
9. personality
10. appreciate
11. interview
12. application
13. Sincerely
14. Enclosed

# COVER LETTER COMPLETION

Mr. Yoshioka

(1) \_\_\_\_\_ Director  
Executive Airlines

(2) \_\_\_\_\_ Mr. Yoshioka,

I am responding to your recent (3) \_\_\_\_\_ in *The Post* for a bilingual international flight attendant. I think I'd make a good flight attendant for Executive Airlines because I'm a very friendly person and I really love traveling. I also enjoy meeting people.

As you can see from my (4) \_\_\_\_\_, I've had a lot of (5) \_\_\_\_\_ working with tourists. I worked at the National Gallery last summer as a museum guide and interpreter for Japanese visitors. (6) \_\_\_\_\_, I'm very good with languages. I'm fluent in English and Japanese and have also (7) \_\_\_\_\_ some French and German courses.

Because I have several friends who are flight attendants, I understand the positive and negative (8) \_\_\_\_\_ of the job. I have seen how rewarding and challenging the work is. Moreover, I think my (9) \_\_\_\_\_ is well-suited for a career in service: I am an efficient, hardworking, patient, and reliable person.

I would (10) \_\_\_\_\_ the opportunity to schedule an (11) \_\_\_\_\_ with you. I will be in Tokyo in August, and I truly hope that a meeting will be possible at that time.

Thank you for considering my (12) \_\_\_\_\_.

(13) \_\_\_\_\_,



(14) \_\_\_\_\_: résumé

advertisement	aspects	experience	personality	Sincerely
application	Dear	In addition	Personnel	taken
appreciate	Enclosed	interview	résumé	