

COVER LETTER

Before You Write

Read the cover letter for a job application. Number the topics in the order they appear.

Dear Sir or Madam,

Please consider my résumé for the bilingual camp counselor position advertised on your web page. As my résumé shows, I am very qualified for this position. My first language is Spanish, and I speak English fluently. I have been working with children since I was a teenager when I began babysitting. In addition, three years ago, I was senior counselor at a summer camp. I have just completed a Bachelor of Arts degree in child psychology, and I am now looking for a position where I can apply my experience and education.

I am very interested in this position. If you would like me to come in for an interview, you can reach me at (212) 555-1785. I look forward to hearing from you.

Yours sincerely,
Raúl Alarcón

- request for an interview
- job he's applying for
- relevant experience

Your First Draft

A Imagine you are applying for your ideal job. Make notes about your relevant experience.

B Write a cover letter. Use your notes and Raúl's letter as a model.

C PAIR WORK Read your partner's letter. Write answers to these questions.

1. What do you like about the letter?
2. What information is unclear?
3. What else do you want to know?

Your Second Draft

Use your partner's answers to revise your letter.