

UNIT 2: FUTURE CAREER

LESSON 2: APPLYING FOR A JOB (CV AND COVER LETTER)

Lesson aims:

- Understand the use and format of a cover letter
- Understand the use of a CV
- Use adequate language for a CV and a cover letter

Lead-In

1. *Work with a partner and do the CV quiz.*

| THE CV QUIZ | YES | NO |
|---|-----|----|
| 1. You should adjust your CV according to the job you are applying for. | | |
| 2. Only include paid employment in your work experience. | | |
| 3. Always say that references are available on request. | | |
| 4. Put a profile section at the end of your CV. | | |
| 5. Include a very short description of your work responsibilities | | |
| 6. It is most impressive if your CV is multiple pages. | | |

2. *You will go over the answers to the quiz in class. Does anything surprise you? Why? Discuss any doubts you have with your teacher.*

Reading: The CV

1. *Look over the CV on the next page. What do you think of it?*
2. *Then, work and discuss with a partner. Answer these questions based on what you think the answer is. There is no 100% wrong answer. You are speculating here.*

CULTURE NOTE

The document that presents your work life development is called:

curriculum vitae or **CV** in the UK
or
résumé in the US

- a) Why does the profile section emphasize the person's character and why is everything so positive?
- b) Why does experience come before education and qualifications?
- c) In case there is more than one work experience, would the listing be last to first or first to last?
- d) Why is university education more emphasized than high school?
- e) Why do the personal details include the skills we see but not some other personal skills?
- f) Why does the CV say references available on request?

Herman Lipitz

43508 West 72nd Street, apt 58
New York, NY 10417, United States
Tel: +1 917 653 8925
herman902@gmail.com

PROFILE

Hardworking, career-oriented third-year student at University of Manhattan seeking employment. Ready to utilize my skills and passion to make a mark in my field. Technologically adept and astute, offering experience with many different social media platforms, office technology programs, and advanced computer skills. Bringing out a positive attitude and the willingness and motivation to learn, grow, and tackle new challenges.

EXPERIENCE

Online sales coordinator, We-are-Books.com, New York

April 2024 - current

- Provided help to online customers with technical issues
- Interacted with online customers focusing on purchasing suggestions
- Followed directions from my supervisor and managed projects with precision
- Organized webinars on literary topics while adhering to the policies and mission of We-are-books.com

EDUCATION & QUALIFICATIONS

Bachelor of Communications, University of Manhattan, New York

September 2023 - June 2027

- Working towards a bachelor's degree in communications
- High school graduate from Socratic and Platonic Academy with high honors

PERSONAL DETAILS

- Advanced communication skills
- Office technology skills
- Motivated attitude
- Online sales platforms & social media platforms
- English (native)
- Japanese (proficient)

REFERENCES

Available on request

Listening: The cover letter (I)

1. Have you ever heard of a cover letter? Listen and fill in the notes of cover letter information below.

What is a cover letter?

- Length:
- You write it when:
- It goes together with:
- The cover letter is a piece of persuasive writing that should the employer that you're for the job.

What is the purpose of a cover letter?

- It makes it easy for the to see how your and connect to the position.
- Goal: get an with the employer.

With your cover letter, your objective is to:

- your qualifications: You'll show how your skills and experience relate to the employer's needs for a specific position.
- Draw attention to your : You'll demonstrate your enthusiasm for the specific position and the organization.
- Show your voice and written communication skills: You'll give the employer a sense of your and writing

2. Answer these questions about the cover letter text with a partner:

- a) When do you write a cover letter?
- b) Why should the cover letter try to convince the employer?
- c) What is the goal of the cover letter?
- d) What does the cover letter express about your qualifications?
- e) What is the role of your motivation?
- f) Why is your voice and written communication skill important for a potential employer?

Using English: The cover letter (II)

The cover letter has **three parts**: the introduction, the body paragraphs, and the conclusion.

1. Introduction

- State the position for which you are applying, give some basic information about yourself, and say why you are interested in the organization
- Say what you offer in terms of relevant experience and skills.

2. Body Paragraphs

- Focus on your qualifications and strengths that are most relevant to the organization and position.
- Consider what you say in your CV and what you want the employer to know about you and your experience, especially your most relevant skill or strongest experience.
- Start each body paragraph with a clear topic sentence: a key skill, a relevant experience, or an area of knowledge you have –are great topics. Give details about these experiences, skills, and knowledge. How do they impact and affect your motivation?

3. Conclusion

- Mention again what you would bring to the organization and your interest in the position.
- Thank the employer for their consideration and keep your tone positive and enthusiastic.

Editing Tips

- Ensure that the content reflects the requirements in the job description
- Keep the cover letter concise, at one page or less
- Correct any errors in grammar, sentence structure, and spelling

Source: Columbia University Center for Career Education

Reading

1. Take a look at the cover letter below. Quickly find the following information:

- a) Who is the letter being directed to?
.....
- b) Who is writing the letter?
.....
- c) Who is the potential employer?
.....
- d) What type of employment is being requested?
.....
- e) What are the two previous jobs highlighted in the letter?
.....

Dear Washington Mail Hiring Manager:

I was very happy to learn of your Newsroom Internship Program on the Washington Mail website. As an aspiring reporter with a focus on urban issues, I appreciate the high quality of your reporting and your dedication to your city. I am confident that my preparation in public administration and journalism, research experience, strong writing ability, and creativity will allow me to thrive in the internship program at the Mail this summer.

As a legal intern for the Lake County justice center, I used a variety of databases to conduct and organize legal research for our staff. My ability to condense large amounts of data in a fast-paced environment will be an asset to your office. I also developed particularly strong writing skills during my time at the University of Central Florida, where I wrote several policy analyses papers for my government courses.

Outside the classroom, my position as writer and editor for TheNews.com has allowed me to contribute weekly articles and help other staff members with their pieces. I would love to employ my research and writing skills in a professional newsroom and believe that my experience producing informative pieces and meeting deadlines will serve your office well.

Please find my résumé attached, which details my qualifications for the position. If you have any questions, please do not hesitate to contact me and I look forward to discussing my qualifications with you personally. Thank you for your time and consideration.

Kind regards,

Melanie Soto

2. *Take a look at the structure of the cover letter.*

- a) Identify the most basic information about the writer of the letter.
- b) Identify the topic sentences of the two body paragraphs.
- c) Identify the past job experience the writer considers most relevant.
- d) Identify the two main points of the concluding paragraph.

Writing

1. *Complete these sentences you might find in a cover letter. Use the cover letter from the reading as a guide if you want. Compare what you wrote with a partner.*

- a) As a recent graduate with a degree in , I am sure that my can be
- b) While I worked at , I could develop
For you, this means

2. *In the editing tips above, we mentioned correcting. Correct three mistakes (grammar and spelling) in this short text.*

With my background in biology and passion for nutrition and haelth, I am confident I can to make a significant contribution to you team.

Final Lesson Task

1. *Melanie Soto has written her CV. However, there are various things that can be improved in her CV. Use the CV at the beginning of this lesson as a reference.*

Work with a partner to make these corrections and improvements. After you do this, compare with another pair of classmates. Did you make the same changes and improvements? Are there differences?

Melanie Soto
Orlando, FL 29165, United States
melanie.soto10@gmail.com

Look! My Profile:

I am an inquisitive young reporter who's just graduated from the University of Central Florida. My background in legal and journalism issues combine to make me focused on news that affect urban life. I work well in faced-paced stressful environments. My writing and all related office skills are at a highly proficient level.

Legal intern, Lake County Justice Center
February 2024 - 05.2024

- I organized the legal research
- I wrote policy analyses

Writer & Editor, TheNews.com
October 2022 - February 2024

- Writing news articles
- Editing colleagues' news articles

EDUCATION & QUALIFICATIONS

Bachelor of Public Administration & Journalism, U of Cen Flo, Orlando
2021 - 2025

- Bachelor's degree in Public Administration & Journalism awarded
- High school graduate from Patty Hearst High School with high honors

PERSONAL

- Advanced communication skills
- Office technology skills
- Inquisitive, collaborative, friendly, creative, hard-working, passionate, perfectionist, goal-oriented, assertive
- Instagram, Tik-Tok, Facebook, WhatsApp

Exit Ticket

Can you do these things?

**My Top 5 Words
from this lesson:**

Programa de Inglés Transversal de Pregrado Inglés IV – Intermediate B1

| | | | |
|--------------------------|--|---|--|
| <input type="checkbox"/> | I can understand the use and format of a cover letter | 1 | |
| <input type="checkbox"/> | I can understand the use of a CV. | 2 | |
| <input type="checkbox"/> | I can use adequate language for a CV and a cover letter. | 3 | |
| | | 4 | |
| | | 5 | |

Homework: Self-study

[90 minutes per week]

1. How to write a CV

<https://nationalcareers.service.gov.uk/careers-advice/cv-sections#:~:text=tailor%20your%20CV%20to%20the,have%20one%2C%20such%20as%20LinkedIn.>

2. Cover letter samples

<https://www.livecareer.co.uk/cover-letter/short-cover-letter>