

## WRITING A COVER LETTER

Read the two documents carefully.

codyflan@gmail.com

To: pogrady@druidsglengolfcourse.com

Object: job application

Dear Mr. O'Grady, **2**

I'm writing to apply for the position of golf course assistant gardener. **3**

I am a 17-year-old student and I've worked part time since the age of thirteen. I've had a regular paper round for four years and I've also had several lawn-mowing jobs over the last two years. **4**

I'm interested in this job because I think this would be an enriching experience for me. **5**

I've never worked on a golf course but I'm very keen and willing to learn. I also love the outdoors in all weather. **6**

Thank you for your time and attention. **7**

Yours sincerely,

Cody Flanagan



6 Maple Ave  
Ballybrack  
Co. Dublin  
☎ 1 454 0307 **1**



Sandra O' Donnell  
18 Viking Road  
Harbour Hill **1**  
Dublin 7  
☎ 1 707 9654

To whom it may concern, **2**

I'm very interested in the job you advertised in Dublin Jobs Magazine. I am 18 years old and I'd love to get some work experience in the tourist industry. **3**

I've worked part time at my local newsagent and supermarket over the last three years. **4**

I am very reliable and hard-working so I think I would be very good for the job. I also have good communication skills and I can speak French and a little Spanish. **5**

Thank you very much for your time. **6**

I look forward to hearing from you. **7**

Sincerely,

*Sandra O'Donnell*

### TIPS FOR WRITING A GOOD COVER LETTER :

- highlight your experiences = n° .....
- thank the reader and be polite ! n° .....
- introduce yourself (name, age, current position) n° .....
- highlight your skills and personality n° .....
- mention your name and address n° .....
- explain why you are writing this letter n° .....
- write the name of the addressee (if you know it) n° .....

Find the corresponding French in the two letters.

je suis très appliqué = .....

volontaire, disposé à = .....

j'attends de vos nouvelles avec impatience = .....