

LESSON 4: How to write a résumé and a cover letter

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VOCABULARY:

- a CV (UK) / a résumé (US)
- a covering letter (UK) / a cover letter (US)
- apply for a job = make a formal (official) request, usually in writing, for a job
- an applicant = a person who applies for a job

PART 1: How to write a résumé.

1) Introduction:

- a. Write the four elements you must include in your résumé.

- b. Who should applicants compare themselves to?

2) The Perfect Résumé:

- a. What are the four things you need to write your résumé?

- b. What do you think these four things suggest?

- c. List the different steps that are necessary when you write a résumé.
For each step, say what you must do.

- STEP 1: _____

→ _____

- STEP 2: _____
→ _____

- STEP 3: _____
→ _____

- STEP 4: _____
→ _____

- STEP 5: _____
→ _____

- STEP 6: _____
→ _____

- STEP 7: _____
→ _____

3) Time to Practise!

Reorder the British style CV that your English teacher has given you.

PART 2: How to write a cover letter.

1) Introduction:

What is a cover letter?

2) The Perfect Cover Letter:

a. What are the three things you must mention at the beginning of your cover letter?

b. What must you write in the first paragraph?

c. What must you do in the next one or two paragraphs?

d. How do you end your cover letter?

3) Time to practise!

Match the sentences / words with the different parts you find in a cover letter.

Common Sentences For a Cover Letter

Match the words or sentences with the different parts you find in a cover letter.

1) At the **beginning** of the letter.

2) **Paragraph 1**: Introduce yourself, identify the position you are applying for, and explain how you found out about the position.

3) **Paragraph 2**: Explain how you are qualified for the position and why you are the ideal applicant / person for the job. Say why you want the job and what you can bring to the company / employer.

4) **Paragraph 3**: Request / Ask for an interview and thank the employer.

5) **Salutations**.

_____ I am interested in (applying for) the [...] position at / in your [...].

_____ I am very familiar with [something]

_____ I am used to [V-ing]

_____ Yours sincerely (when you have begun your letter with Dear Mr / Mrs ...)

_____ I would love to [V]

_____ I have excellent communication skills.

_____ Dear Ms O'Connor,

_____ I am outgoing and personable.

_____ I am a responsible worker.

_____ Thank you very much for your time and consideration! I look forward to hearing from you.

_____ Dear Sir or Madam,

_____ Yours faithfully (when you have begun your letter with Dear Sir or Madam)

_____ Dear Hiring Manager,

_____ I have already worked as ... in the past.

- _____ Dear Mr Douglas,
- _____ I have already [done ...] (Use the present perfect: have + past participle)
- _____ I can be reached at [your email address] or (your telephone number). Sincerely,
- _____ My [ability to V], my [...], and my [...] will make me a great candidate for [...]
- _____ I would like to express my strong interest in the [...] position you listed on [website]
- _____ I have (extensive) experience (in) [V-ing] / as a [...]
- _____ I know that I would be an ideal candidate for the position.
- _____ I am 16 years old and I am in High School.
- _____ I am currently [V-ing] (currently= at the moment)
- _____ I believe that I would be an asset to your [shop / company / ...].
- _____ I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.
- _____ I have helped [people] [V] (ex: I have helped children do their homework)
- _____ I am passionate about [V-ing]
- _____ I am confident that my [...] and my [...] are the qualities you are looking for at / in your [...].
- _____ I am writing in response to your job announcement for a/an [...] in your [...]
- _____ I am interested in this position because [Subject + V + ...] and I would really love to [V]
- _____ I am 17 years old and I am a student at [...].
- _____ Thank you for your time and attention.
- _____ I am writing to apply for the position of [...] which you advertised recently in the newspaper.
- _____ I would enjoy [V-ing] (because ...)

4) Some Useful Tips:

Give the six pieces of advice for a killer cover letter.

A cover letter should [+ V] ...
You should [+ V] ...

.....
 : Use the modal **SHOULD**
 : to make suggestions.

1. _____

2.

3.

4.

5.

6.

PART 3: Grammar Point - Present Perfect.

1) The Present Perfect.

- When you want to describe your **experience**, use the **present perfect**. **The exact time of the action(s) is not important.**
- The **present perfect** is composed of the **auxiliary HAVE / HAS** and the **past participle** of a verb.

Ex: *I have worked in many restaurants.* (regular verb)
 I have written several cover letters. (irregular verb)

- You **CANNOT** use the *present perfect* with specific time expressions such as 'yesterday', 'ago', 'last ...', 'when ...', etc. When you say **WHEN** the action took place, you must use the **past simple**.
- You can use the *present perfect* with unspecific expressions such as 'ever', 'never', 'once', 'twice', 'many times', 'several times', 'before', 'so far', 'already', 'yet', 'not ... yet', etc.

Ex: *I have already worked in a grocery store.*
 I have never looked after children.
 Have you ever written a résumé?
 She has worked in this restaurant twice.
 He has had 10 jobs so far.

I have cleared the tables but haven't cleaned them yet.

2) Time to practise!

Exercise 1: Put the verbs in the present perfect.

Mrs. Jackson: "_____ you _____ (do) a little bit of gardening before?"

Tom: "Yes, I _____. I _____ (already / work) in different gardens in the neighborhood."

Mrs. Jackson: "Good! _____ you _____ (ever / cut) the grass?"

Tom: "No, I _____, but I _____ (rake) leaves twice and I _____ (water) plants and flowers many times."

Mrs. Jackson: "_____ you _____ (ever / repair) objects?"

Tom: "Yes, I _____. I _____ (recently / mend) the fence at my grandparents' house. I _____ (always / like) repairing objects. Actually, I _____ (just / buy) a new box of tools and I am really looking forward to using it!"

Mrs. Jackson: "Excellent! You're hired!"

Exercise 2: Present Perfect or Simple Past?

1. My sister _____ (work) in this zoo four times.
2. My mother _____ (work) part-time in a pet shop when she was a student.
3. I _____ (speak) to the manager of the restaurant last week.
4. _____ you _____ (speak) to the boss yet?
5. Jane _____ (recently / find) a better job.
6. Oliver _____ (get) the job a couple of weeks ago.
7. They _____ (hire) my father in 2005.
8. Peter _____ (already / send) over 20 CVs!
9. I _____ (never / cook) under pressure!
10. We _____ (cook) nearly 200 meals yesterday evening!