**Covering Letter**

A covering letter should be polite and formal:

|  |  |
| --- | --- |
| * say where you saw the advertisement * say why you are applying * give a short summary of your experience * talk about personal qualities * include a closing statement. | Dear Mr Smith  1\_\_\_\_\_\_\_ your advertisement for crew members in The Times. I would like to apply for the post, and enclose a copy of my CV for your attention.  2\_\_\_\_\_\_\_ my personal qualities and experience make me an excellent candidate for this post. 3\_\_\_\_\_\_\_, I have three years' experience of working on charity projects in developing countries. On these projects, I worked with people from different backgrounds, both independently and as part of a team. I learned to carry out my responsibilities but also to look after the needs of others in the team.  4\_\_\_\_\_\_\_ very much sailing experience, but 5\_\_\_\_\_\_\_ learn. I am highly motivated, hard-working and very well organized. These are all qualities which enabled me to succeed in my charity work. I am sure they will make me a key member of your crew.  I hope you will consider my application. 6\_\_\_\_\_\_\_ contact me if you need more information.  7\_\_\_\_\_\_\_ hearing from you.  Yours sincerely  *Helen King* |

Read the above letter once again and match the gaps (1–7) in it with the phrases (a–g)

1. As you can see from my CV
2. I am willing to
3. I believe that
4. I look forward to
5. I do not have
6. I am writing in response to
7. Please do not hesitate to