

Learn**English** Teens

Writing skills practice: A cover letter - answers

Answers to A cover letter - exercises

Preparation

1. b

2. e

3. h

4. g

5. a

6. d

7. f

8. c

1. Check your understanding: true, false or not given

1. False

2. Not given

3. False

4. True

5. Not given

6. True

2. Check your understanding: gap fill

1. to. to

2. on, in, at

3. from, in, with

4. In, for, of

5. in, in, to

6. at, into

3. Check your understanding: gap fill

1. advertisements

2. scientist

3. unconditional

4. irrelevant

5. responsibility

6. regularly

7. reinforced

8. invaluable

9. expertise

10. references

4. Check your understanding: multiple selection

✓ Which job you are applying for and how you found out about the vacancy

✓ Brief biographical details

✓ Your experience and personal qualities related to the job

✗ Your negative personal qualities

✓ Your motivation for applying

* Why you left your previous job

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- Your salary expectations
- * A complete list of your exam results and qualifications
- ✓ What you can offer the company if they give you the job
- ✓ What other documents you are attaching or enclosing with the letter

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