****

**ATILIM UNIVERSITY**

#### SCHOOL OF FOREIGN LANGUAGES

#### DEPARTMENT OF MODERN LANGUAGES

**2024-2025 SUMMER ENG321**

***WRITING TASK II***

***Writing a Cover Letter***

**Aim:** The aim of this task is to help you improve your skill to write a Cover Letter.

**Definition:** A **cover letter** is a letter that contains information about a person’s CV. It successfully introduces you to the employers. It is a chance for you to show your motivation to work during your job application process. All in all, a cover letter tells why you are the best candidate for a job.

**Procedure:** Write your own Cover Letter based on one of the job adverts on the next page by considering the steps given below. Your cover letter should be of about 150-200 words.

***Steps to write a cover letter:***

|  |  |
| --- | --- |
| **1st Paragraph** | - what position you are applying for- where you saw the job advertisement- when you saw the job advertisement |
| **2nd Paragraph** | - why you want to work for this company- what you know about their company and its working conditions (e.g company culture, working hours, private healthcare etc.) |
| **3rd Paragraph** | - why you are a good candidate for that position- what kind of degree you have- what kind of work experience/skills or certificates you have |
| **4th Paragraph** | - you are waiting for a reply- you are ready for the job interview- your CV is attached |

* Choose one the job advertisements suitable for you below. Write a well- organized cover letter to apply for it.

![C:\Users\Admin\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1QK0A93A\Azerbaijan_Architecture_Construction_logo[1].png]()

|  |
| --- |
| **Work for COFFEE BEANS****Sales Manager*****Join Britain’s number one coffee distributor and get management experience!***C:\Users\Admin\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D8XZFFJH\115743490[1].jpg-Bachelor’s degree in related departments of Faculty of Management.- Good leadership and sales skills.- Willing to travel nationally. **Email us at jobs@coffeebeans.com** |

|  |
| --- |
| **HISTORIA ARCHITECTURE*****is looking for ARCHITECTS and INTERIOR DESIGNERS who*** * are dynamic, hardworking and creative,
* have excellent technical and computer skills,
* can speak English well

**Please send your applications to Greg Thompson, HR Manager:****g.thompson@historia.com** |

![C:\Users\Admin\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\D8XZFFJH\graphic_design_practise_12_by_karoliskj-d49nt8e[1].jpg]()

|  |
| --- |
| C:\Users\Admin\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\N4YDCE1C\scalesOfJustice[1].gif**DEFEND NEW YORK****Employment Opportunity****LAWYERS**We seek candidates for these departments:* Environmental Justice
* Criminal Justice
* Consumer Protection

**Requirements:*** Good communication skills
* Availability to work 6 months in New York and 6 months in Texas
* Willing to work with a flexible schedule

**Join our team!****info@dny.org** |

|  |
| --- |
| **GRAPHIC DESIGNER*****Point Software Technologies Ltd.*** Do you have passion for design? Can you solve visual communication problems? Are you good at photography, illustrations and color usage? Have you got expert knowledge of *InDesign, Photoshop, Illustrator, Acrobat* and *PowerPoint*? **THEN JOIN US!****Contact us at careers@point.com**  |

|  |
| --- |
| C:\Users\Admin\Desktop\Untitled.pngC:\Users\Admin\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1QK0A93A\WikiProject_Aviation_Graphic_Designer_Barnstar_Hires[1].png **INDUSTRIAL DESIGNERS*****OAG International**** bachelor’s in relevant field
* 0-3 years of experience
* passion about creating beautifully crafted products
* eagerness to learn
* **Send your CV and cover letter to Rose White, executive manager:**

**whiterose@oaginternational.com.uk** |

![C:\Users\Admin\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1QK0A93A\5511595946_94ae29b51f_z[1].jpg]()

![C:\Users\Admin\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1QK0A93A\5511595946_94ae29b51f_z[1].jpg]()

**Write your cover letter in the space below.**

 Dear Sir / Madam,

 ……………………………………………………………………………………………………………………………………………………………………………………………...…………………………………………………………………………………………………...…………………………………………………………………………………………………...…………………………………………………………………………………………………...…………………………………………………………………………………………...............

 ……………………………………………………………………………………………………………………………………………………………………………………………...…………………………………………………………………………………………………...…………………………………………………………………………………………………...…………………………………………………………………………………………………...……………………………………………………………………………………………….......

 ……………………………………………………………………………………………………………………………………………………………………………………………...…………………………………………………………………………………………………...…………………………………………………………………………………………………...…………………………………………………………………………………………………...……………………………………………………………………………………………….......

 ……………………………………………………………………………………………………………………………………………………………………………………………...…………………………………………………………………………………………………...…………………………………………………………………………………………………...…………………………………………………………………………………………………...……………………………………………………………………………………………….......

Best regards,

......................................