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**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:***

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| **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.



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| **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** |

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| **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** |



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| 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** |

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| **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** |

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| 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** |





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

Dear Sir / Madam,

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Best regards,

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