

Writing

8 A COVER EMAIL WITH YOUR RÉSUMÉ

- a Look at the job advertisement. Which job could you apply for?

We are looking for dedicated, enthusiastic, and energetic people to work at the upcoming Olympic Games.

There are opportunities in the following areas:

- Administration
- Hospitality and catering
- Translation and language services
- Medical support

All applicants must be appropriately qualified and an intermediate level of English is essential. Send your résumé and a cover email (in English) to:

recruitment@theolympicgames.com

- b Ricardo Suarez wants to apply for a job, and is submitting his résumé. Read the cover email to go with it. Circle the best phrase in each pair.

From: Ricardo Suarez [Suarezr@chatchat.com]
To: recruitment@theolympicgames.com
Subject: Job application

Dear Sir / Madam:

¹*I am writing / I'm writing* to apply for a job with the medical support staff at the upcoming Olympic Games.

I am a qualified physical therapist, and ²*I've been working / I have been working* at a rehabilitation center here since January 2006. ³*My English is great / I speak English fluently*.

⁴*I've enclosed / I've attached* my résumé.

⁵*Hope to hear from you soon! / I look forward to hearing from you*.

⁶*Sincerely yours, / With love,*

Ricardo Suarez

- c **Write** a cover email (to go with your résumé) to apply for a job in the next Olympics. **Plan** what you're going to write. Use the **Useful language** on p.119 to help you.
- d **Check** your email for mistakes (grammar, vocabulary, punctuation, and spelling).