

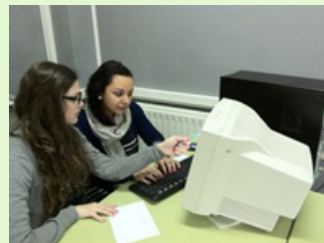
Unit 7. Session 2.- Covering letter.



Situation

Read about the following situation.

The girls are still doing some research on the task about administration documents that Mr. Johnson asked them to do. So far, they have read a lot about offers, delivery notes, invoices, budgets, quotations, business letters, memorandum, complaints and claims, insurances, etc... In addition, they are learning how to organise all those documents in the right place following a specific procedure according to a business plan that they have to review constantly.



Eva: Hey Monica, how are you doing?

Monica: Ugh! This is really tiring! I never thought that reading these kinds of administrative and commercial documents in English would be so complicated!

Eva: I know! But it's normal; English isn't our mother tongue after all. Have you organised the invoices in chronological order as Mr. Johnson told us?

Monica: Yes, I did, but I have a problem because the order of the invoices isn't correct. The invoices haven't got the right numbers and they don't follow a coherent order. Look, isn't it a mess?

Eva: True. It is due to a cancellation on the invoice so ~~However~~ we have to tell Mr. Johnson. What about the classification of the rest of documents?

Monica: The budgets are already classified according to the clients and dates and they are all good. I only have to look at the last quarter of this year.

Eva: I have also organised the client dossiers and the promotional ones. I have all the financial documents but I hope I won't have to deal with them, so I will just take a look and I guess that's it.

Monica: I agree with you, I'm totally lost with the financial documents. Well, you're extremely busy and you still have a lot of work to do. Besides, I have also seen several covering letters attached to resumes and applications to become an intern. We have here all kinds of documents. Getting bored is impossible! I'd better go back and keep working! See you later!

(A few minutes later)

Eva: Lunch time!

Monica: (says excitedly) I'm so hungry! We're having lunch at 12 a.m! Can you believe it? Getting used to a new culture isn't that hard after all.



Think about it

Write in the forum:

- ✓ Why is safety important in the workplace?

✔ Are there any rules and regulations about health and safety in the office in your country?



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[Aviso Legal](#)

1. What is a covering letter?

A **cover letter**, **covering letter**, **motivation letter**, **motivational letter** or a **letter of motivation** is a letter of introduction attached to or accompanying another document such as a résumé or a curriculum vitae.

Cover letters are typically categorized according to two purposes:

1. Applying for a specific, advertised opening ('letter of application'),
2. Expressing interest in an organization when the job seeker is uncertain whether there are current openings ('letter of inquiry'). Before you start writing this type of cover letter, you should familiarize yourself with the document's purpose. A cover letter is a document sent with your resume to provide additional information on your skills and experience. The letter provides detailed information on why you are qualified for the job you are applying for.

Students are often asked to submit a cover letter for an internship application. Despite this specific information, cover letters for internship should have a standard business letter format. **There are two main types of covering letters:**

1. The *inquiry letter*, which inquires about possible positions, there isn't any job opening.
2. The *application letter*, which responds to a known job opening.

According to studies, a good cover letter should:

- ✓ Be specific and up-to-date
- ✓ Be well punctuated and spelled, and grammatically correct. It should be free of mistakes and typos.
- ✓ Use timelines to highlight chronological information.
- ✓ Reference to the latest job positions, most closely related to the position for which one is demanding



Now it's your turn

When there is a job offer in the company, an inquiry letter is usually presented.

True False

False

The *inquiry letter*, which inquires about possible positions, isn't about any job offer.



A Piece of Advice


A cover letter can either help or harm you. To ensure that your application supports rather than detracts from your resume, follow these tips:

- ✓ **Get off to a direct start:** In your first paragraph, explain why you are writing. Mention the job title and company name, and also where you came across the job listing. While you can also briefly mention why you are a strong candidate, this section should be short and to-the-point.

👉 **Offer something different than what's in your resume:** You can make your language a bit more personal than in your resume 📌 bullet points, and you can tell a narrative about your work experience and career.

It's rare to send an application letter without also sending a resume. Your application letter, therefore, should 📌 highlight information that your resume doesn't.



1.1. Inquiry Letter.

A **letter of inquiry** is a good way to connect with a company. Because the letter is  unsolicited, sending it shows that you're proactive and have a genuine interest in the company.

As well as inquiring about open or upcoming positions, a letter of inquiry can also be used to set up an informational interview with human resources or higher-level employees.

Inquiry letters should contain information on why the company interests you, and detail how and why your skills and experience would be an asset to the company.

Politeness and brevity are key when it comes to writing a letter of inquiry—remember, you're aiming to make a good impression, and to show that you'd be an asset to the company.

While the company may  not be hiring currently, or may not have a job posted that is appropriate for you, a letter of inquiry will help you be on the  company's radar when opportunities that are suitable for you arise.

As with all cover letters, the body of this job application letter is divided into three sections:

- ✔ The **introduction**, which should include why the applicant is writing.
- ✔ The **body**, which discusses relevant qualifications.
- ✔ The **close**, which thanks the reader and provides contact information and follow-up details.
- ✔ Your **signature** to end the letter.

Whenever possible, it's best to be able to address your letter of inquiry to someone specific, rather than having a generic greeting such as "Dear Sir or Madam" or "To Whom It May Concern." Check with your friends, family, and professional network to see whether they know anyone at the company.

You can send a letter of inquiry to people in the human resources department, or to a manager-level contact in the department you'd ideally like to work in.

This is an example of inquiry letter:

Inquiry letter.

<p>{Sender Name} {Sender Address} {Sender Town, State, Zip Code} {Sender Phone Number}</p> <p>{Date}</p> <p>{Recipient Name (If known)} {Recipient Work Address} {Recipient Town, State, Zip Code}</p> <p>Dear Sir or Madam,</p> <p>In the first paragraph you need to make aware to the recipient about your inquiry you are going to make through this letter. You can tell here exactly about what you need to inquire about.</p> <p>In the second paragraph you need to ask various questions regarding your inquiry. The questions can be in respect prices, type, and various other things if you are making inquiry about different products. You need to be very specific about your inquiry questions.</p> <p>In the last paragraph you need to request for the earlier and prompt reply for the inquiry so that you can get earlier response. You can also ask for various details if the recipient is ready to provide through various means such as through sms or through email. You can also provide the address and contact information where you can get response.</p> <p>Sincerely,</p> <p>{Sender}</p>	<div style="text-align: center;"> <p>Reginald Applicant 123 Main Street, Anytown, CA 12345 · 555-555-5555 · reginald.applicant@gmail.com</p> </div> <p>September 1, 2018</p> <p>Xavier Lee Hiring Manger ACME Global 123 Business Rd. Huntington, NY 54321</p> <p>Dear Mr. Lee,</p> <p>Thank you for taking the time to review my resume. I have recently graduated from University College, and I am currently looking for a position in the Huntington area.</p> <p>I am interested in an entry-level role with ACME Global Accounting department, hoping to leverage my knowledge of corporate accounting and GAAP best practices to contribute to your operations. I have heard that ACME Global is a wonderful company to work for, and I hope that I can be considered for the team.</p> <p>If you have questions regarding my credentials and qualifications, please feel free to call or email me at reginald.applicant@gmail.com.</p> <p>Again, thank you for reviewing my resume. I look forward to hearing from you in the near future.</p> <p>Sincerely,</p> <p>Reginald Applicant</p>
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A Step Ahead

Here you can download other examples about inquiry letters to choose the most suitable in any case:

 [Inquiry letter templates.](#)

1.2. Application letter.

 **Job applicants** use cover letters to signal their interest in the job to a potential employer. After reading the cover letter, the recruiter should know what your qualifications are and why you are interested in the job. Ideally, the cover letter should give them a precise impression of you as a worker – even without having to leaf through the rest of your documents.

When applying for a job, a cover letter should be sent or posted with your resume or curriculum vitae. Typically, a cover letter is a one-page document that explains to the hiring manager why you are an ideal candidate for the job. It goes beyond your resume to explain in detail how you could add value to the company.

It can be daunting to write a cover letter that really emphasizes the qualities you have to offer an employer.

Application letter.

<p>{Sender Name} {Sender Address} {Sender Town, State, Zip Code} {Sender Phone Number}</p> <p>{Date}</p> <p>{Recipient Name (if known)} {Recipient Work Address} {Recipient Town, State, Zip Code}</p> <p>Dear Sir or Madam,</p> <p>I am writing on the behalf of {Name}, whom I have known for the past {number} years, in order to attest to {his/her} need for American citizenship.</p> <p>I have been a {nature of relationship} to {name} since {he/she} {took classes at my school, joined the organization of which I am president, worked as an intern in my office.} I have worked with many people over the years, but few have had the kindness, patience and determination that {Name} does. Once, {he/she} {memory/anecdote that illustrates the person's best qualities.} There are very few people who would respond to that kind of stressful situation with such levelheadedness and grace.</p> <p>While I wish that {Name} could stay with us here in {country of origin,} forever, {he/she} has important and urgent business in America that I hope you will strongly consider while making your decision. {He/she} has chosen to move because {his/her parents are ill there, he/she got an important scholarship, his/her spouse got a job there and left behind him/her and their children, etc.}</p> <p>I know that {Name} will bring the qualities of talent, dedication and hard work to your country, and contribute to the wealth of your great nation's multicultural melting pot.</p> <p>Sincerely,</p> <p>{Sender}</p>	<p style="text-align: center;">Sample: Application Letter</p> <p>1720 Magnolia Circle Mount Olive, NC 28365 May 3, 2004</p> <p>Ms. Jody Jobhant, College Recruiter Enterprise-Rent-a-Car P.O. Box 1735 Wilmington, NC 28403</p> <p>Dear Ms. Jobhant:</p> <p>I am writing to express my interest in the Retail Management Trainee position you listed recently on the MOC Job Network. I have reviewed Enterprise Rent-a-Car's web page and am very impressed with your company's commitment to excellent customer service and your employee development training program. I will be graduating from Mount Olive College in August and am actively seeking a retail management position.</p> <p>As you will note in the enclosed resume, I have had meaningful practical experience in both retail sales and customer service. My positions at The Gap and Belk's have given me the ability to work with a wide variety of clientele. In addition, I have completed several courses in management while pursuing my baccalaureate degree in business administration. My experiences as Secretary of the Mount Olive College Phi Beta Lambda (national business organization) and as a member of the MOC softball team have also helped my leadership and organizational skills.</p> <p>I would like to explore the Retail Management Trainee position with you further. I will be in Wilmington the week of February 4th and would love to have the opportunity to speak with you at that time. I will call next week to see if we might identify a mutually convenient meeting time. Should you need additional information, please call me at (919) 658-1234. I look forward to hearing from you.</p> <p>Sincerely,</p> <p><i>Jennifer Lee</i> Jennifer Lee</p> <p>Enclosure: Resume</p>
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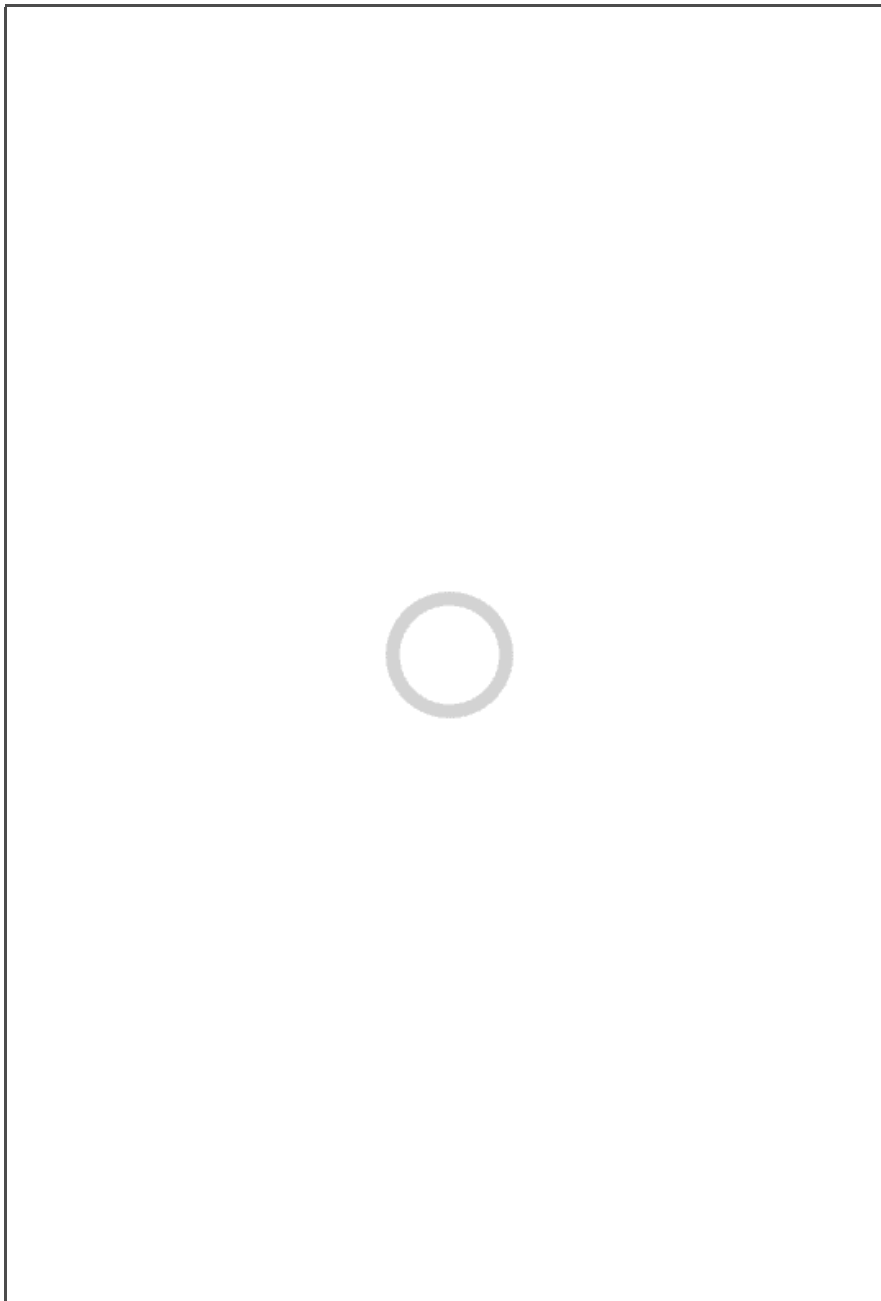
A Piece of Advice

Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills.

Your application letter should let the employer know what position you are applying for, what makes you a strong candidate, why they should select you for an interview, and how you will follow up.

1.3. Email application letter.

If you are sending your cover letter via email, list your name and the job title you are applying for in the subject line of the email. Include your contact information in your email signature but don't list the employer's contact information. Skip the date and start your email message with the salutation. Here's an example of a formatted email cover letter.



 [Download email application letter.](#)



Quotation

Your time is limited, so don't waste it living someone else's life.

Steve Jobs.

2.- How to say it: passive voice.



Think about it

Did you notice how often the passive voice is used in English? Study these sentences.

- ✔ *The best beers are produced in the Holland.*
- ✔ *The robber was caught by three policewomen when he was crossing the main square.*

Think about:

- ✔ Who does the action?
- ✔ Who is the subject in each of these sentences?
- ✔ Does the subject do the action in these sentences?

We are going to try and explain these questions.

- ✔ **Active:** *The children broke the toy.* (The windows: direct object).
- ✔ **Passive:** *The toy was broken by the children.* (By the children: by agent).

RULES.

- ✔ The direct object of the active sentence becomes the subject of the passive sentence.
- ✔ The verb "to be + past participle" is used in the same verbal tense as the active verb. The verb "to be" is in accordance with the new subject.
- ✔ The subject of the active sentence becomes the agent in the passive, when it is mentioned.

FORM.

- ✔ The passive of an active tense is formed by putting the verb "to be" into the same tense as the active verb.
- ✔ We add the past participle of the active verb.
- ✔ The active direct object becomes the passive subject.
- ✔ In the passive, we use "by + agent" to say who did the action. When the information given is essential, it is often omitted.

Active and passive voice.

Active voice	Passive voice
<i>My brother writes a letter every day.</i>	<i>A letter is written by my brother every day.</i>
<i>My brother wrote a letter yesterday.</i>	<i>A letter was written by my brother yesterday.</i>
<i>Catherine has sent her flat today.</i>	<i>Flat's Catherine has been sent today.</i>
<i>They are eating burgers now.</i>	<i>Burgers are being eaten now.</i>



Translation

Click to read the Spanish translation.

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¿Te has dado cuenta lo frecuentemente que se usa la voz pasiva en inglés? Vamos a tratar de explicar en qué consiste.

- ✔ El complemento directo de la oración activa pasa a ser el sujeto de la oración pasiva.
- ✔ El verbo "to be + participio de pasado" se usa en el mismo tiempo verbal que en la oración activa.
- ✔ El verbo "to be" concuerda con el nuevo sujeto en número.
- ✔ El sujeto de la oración activa se convierte en complemento agente en la pasiva, cuando se menciona en la frase. Para usar el *complemento agente*, el *sujeto* de la oración activa no debe ser un pronombre, un indefinido o un sustantivo cuya relación con el verbo sea obvia.
- ✔ La pasiva de un tiempo activo se forma poniendo el verbo "to be" en el mismo tiempo que el verbo activo.
- ✔ Añadimos luego el participio de pasado del verbo activo.
- ✔ El objeto directo de la frase activa se convierte en sujeto pasivo.
- ✔ En la pasiva, usamos el complemento agente para decir quién hizo la acción, pero se omite con frecuencia.

2.1.- Passive voice: formal aspects.

We are going to see the formal aspects of the passive voice.

- ✓ **TWO OBJECTS:** When there are two objects (direct and indirect), two passives are possible.
 - ◆ **Active:** *Robert sent her some flowers.*
 - Her: Indirect Object / **Some flowers:** Direct Object.
 - ◆ **Passive:**
 - 1. *Some chocolates were sent to her.*
 - 2. *She was sent some chocolates.* (This form -Indirect Object as a subject- is more frequent).
 - ◆ **Active:** *They asked me lots of questions.*
 - Me: Indirect Object / **Lots of questions:** Direct Object.
 - ◆ **Passive:**
 - 1. *Lots of questions were asked to me.*
 - 2. *I was asked lots of questions.* (More frequent).
 - ◆ **Summarising:** When there are two objects, it is more frequent to begin the passive sentence with the person (Indirect Object).
- ✓ **INTERROGATIVE AND NEGATIVE PASSIVE FORMS.**
 - ◆ In the **negative form** we use the verb to be in the negative.
 - *The best beers aren't produced in Holland.*
 - *Austria wasn't discovered in 1495.*
 - ◆ For the **interrogative form**, we use: Wh-word + Auxiliary (be) + Subject + Verb?
 - **Active:** *Where have they found the Rolex's Susan?*
 - **Passive:** *Where has the Rolex's Susan been found?*
- ✓ **MODAL AND AUXILIARY VERBS IN THE PASSIVE VOICE.**
 - ◆ When there is a modal verb, we use the modal verb + be + past participle.
 - *Mary should explain the lesson again.*
 - *The lesson should be explained again.*
 - *We must close this window after 08:00 pm.*
 - *This window must be closed after 08:00 pm.*

Active and passive voice.

Active voice	Passive voice
<i>A little girl can drive this car.</i>	<i>This car can be driven by a little girl.</i>
<i>They will open a new restaurant soon.</i>	<i>A new restaurant will be opened soon.</i>
<i>They should tell him the truth.</i>	<i>He should be told the truth.</i>
<i>We mustn't make noise at night.</i>	<i>Noise mustn't be made at night.</i>



Translation

Click to read the Spanish translation.

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Voz pasiva. Algunos aspectos formales.

DOS COMPLEMENTOS

Cuando en la oración hay dos complementos (directo e indirecto), son posibles dos formas pasivas:

Esta forma (complemento directo como sujeto) es más frecuente.

En resumen: Cuando hay dos complementos la oración activa, es más frecuente empezar la oración pasiva con la persona (complemento directo).

FORMAS INTERROGATIVAS Y NEGATIVAS PASIVAS.

Para la forma interrogativa, usamos:

Partícula interrogativa (Wh-word) + verbo auxiliar (be) + sujeto +verbo?

VERBOS MODALES EN VOZ PASIVA

Cuando hay un verbo modal, en la pasiva usamos: el verbo modal + verbo to be + participio de pasado.

2.2.- Passive voice: use.

What are the main differences in use between the passive and the active voice?

We normally use the passive:

- ✓ When it is more important to stress the thing done than the doer of it, that is to say, the action is more important than the subject of the action.
 - ◆ *His scooter was stolen last night* is more usual than *Thieves stole his scooter last night*.
 - ◆ *New pedestrian crossings have been made* is more usual than *Workers have made new pedestrian crossings*.
 - ◆ *He was killed in the war* is more usual than *The enemy killed him in the war*.
- ✓ When the subject in the active (the person who does the action) is not known, unimportant or is obvious from the context.
 - ◆ *My motorbike was stolen last night*. (Who stole it? We don't know).
 - ◆ *Donald Trump was elected president of the USA in January, 2017*.
- ✓ The passive voice is often translated into Spanish by the "se" expression or by the third person plural.
 - ◆ *The concert has been cancelled*. = El concierto se ha cancelado.
 - ◆ *German is spoken here*. = Se habla alemán aquí.
 - ◆ *He was killed in the war*. = Lo mataron en la guerra.



The passive voice is commonly used in newspapers headlines and boards. In these cases the verb "to be" is frequently omitted.

- ✓ *Four shot at night* means *Four people have been shot or were shot at night*.
- ✓ *Sold* means *This has been sold*.
- ✓ *Six years old boy rescued from a well* means *six years old boy was rescued from a well*.



Translation

Click if you want to read the Spanish translation.

Show Feedback

Voz pasiva. Uso.

¿Cuáles son las principales diferencias entre la voz pasiva y la activa? Normalmente usamos la pasiva:

- ✓ Cuando el sujeto de la oración activa (la persona / cosa que realiza la acción) no se conoce, no es importante o es obvio por el contexto.
- ✓ Cuando es más importante enfatizar la cosa hecha que quién la hizo, es decir, la acción es más importante que el sujeto.
- ✓ La voz pasiva se traduce normalmente en español por "se" o por la tercera persona del plural.

La voz pasiva se usa mucho en titulares de periódicos y carteles. En estos casos se omite el verbo "to be" con frecuencia.

2.3.- Now put it into practice (I).



Now it's your turn

Put into the passive the following sentences. Remember the subject must agree with the verb.

1. They have cancelled all flights because of the storms.
✓ All flights [redacted] because of the storms.
2. They serve "Paella" until 4:00 pm.
✓ "Paella" [redacted] until 4:00 pm.
3. Somebody stole my purse while I was eating out.
✓ My purse [redacted] while I was eating out.
4. Robert invited Catherine to a night party.
✓ Catherine [redacted] by Robert to a night party.
5. My aunt makes muffins every morning.
✓ Muffins [redacted] by my aunt every morning.
6. Someone has washed this sweater.
✓ This sweater [redacted] .
7. Somebody has cleaned my desk today.
✓ My desk [redacted] today.
8. Pupils used chalk in the classroom in the past.
✓ Chalk [redacted] (by pupils) in the classroom in the past.

Submit

I'm sure it wasn't difficult, was it?



Now it's your turn

Put into the passive these sentences. Future and modal verbs.

1. The mechanic will repair my car very soon.
✓ My car [redacted] (by the mechanic) very soon.
2. They will organise next Olympic Games in London.
✓ Next Olympic Games [redacted] in London.
3. Some people can type lots of letters in one day.
✓ Lots of letters [redacted] in one day.
4. Somebody should warn Peter about the risks of smoking.
✓ Peter [redacted] about the risks of smoking.
5. We must leave the bicycles at the university entrance.
✓ The bicycles [redacted] at the university entrance.
6. Amenabar will make a new film this year.
✓ A new film [redacted] by Amenabar this year.
7. Adult people can drive this car.
✓ This car [redacted] by adult people.
8. They are going to build a new sports pavilion.
✓ A new sports pavilion is going to [redacted] .

Submit

I'm sure you didn't have any problems with this exercise.



Now it's your turn

1. Some people can type lots of letters in one day.
✔ Lots of letters [redacted] in one day.
2. Somebody should warn Robert about the risks of smoking.
✔ Robert [redacted] about the risks of smoking.
3. We must leave the car at the job entrance.
✔ The car [redacted] at the job entrance.
4. Adult people can drive this car.
✔ This car [redacted] by adult people.

Submit

Appendix.- Licences of resources.

Licences of resources used in session 1. "The misunderstanding".

Resource (1)	Resource information (1)	Resource (2)	Resource information (2)
	By: Paul Downey. License: CC by. From: http://www.flickr.com/photos/psd/4426921/		By: JwvanEck. License: CC by-nc. From: http://www.flickr.com/photos/jwvaneck/5676072078/
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