



GUÍA DE CONTENIDOS: A Cover Letter

Instrucciones

Estimados estudiantes:

Esta guía tiene como propósito introducir el concepto de carta de recomendaciones (cover letter)

Si puede imprimir esta guía y pegarla en su cuaderno es lo mejor. Si no es así, responder en el cuaderno y enviar fotografía al correo. Recuerde realizar todas las actividades enviadas, esta y la de la semana pasada, todo el material se encuentra online en esta página web.

Plazo para entrega hasta el siguiente día jueves 9 de abril.

Letra legible y clara por favor, utilice lápiz pasta negro en lo posible, ya que se puede apreciar mejor.

Dudas o comentarios a: hectorquintul86@gmail.com

NOMBRE:.....CURSO: 3° MEDIO

ASIGNATURA: INGLÉS

SEMANA: 30 y 03 de Abril 2020

PROFESOR: Héctor Quintul

Unidad: My skills and achievements contribute to the society itself

Oa: Leer y demostrar comprensión de ideas principales e información relevante en textos informativos, descriptivos y narrativos auténticos, simples y de variada extensión.

Indicadores de evaluación:

-Responder de manera clara de acuerdo a la información que se provee.

-Aplicar y resolver ejercicios en donde se expone la estructura de una carta de recomendaciones.

Este tipo de carta (COVER LETTER) es un material que se complementa a la actividad anterior (RESUME) aumentando las chances de poder obtener un empleo. Similar a la actividad anterior este tipo de documento permite al postulante inexperto y sin mucha experiencia poder igualmente postular a un trabajo, destacando en su contenido las actitudes y habilidades personales que cada persona tiene (skill and traits).

A continuación, se introduce este tipo de documento a través de la comprensión lectora de uno y sus respectivos ejercicios de pre y post lectura.

Activity one:

A cover letter – exercises

Match the vocabulary with the correct definition and write a–h next to the numbers 1–8.

- | | |
|---------------------|--|
| 1..... an insight | a. connected with taking care of the health of animals |
| 2..... hands-on | b. a clear, deep understanding of a difficult problem or situation |
| 3..... a sanctuary | c. extremely useful |
| 4..... expertise | d. to make stronger |
| 5..... veterinary | e. practical, that involves doing rather than just reading or learning about something |
| 6..... to reinforce | f. not shared with anyone else |
| 7..... sole | g. high level of knowledge or skill |
| 8..... invaluable | h. a safe place where animals can be protected |



Activity two. Read the text then answer the questions.

10 High Street
Newtown
N99 9AZ
28th February

Dear Sir or Madam,

I am writing to you to express interest in the voluntary work placement at your animal sanctuary which I saw advertised on your website.

I am eighteen years old and in my final year at secondary school, due to sit my A levels next summer. I am planning on taking a degree in veterinary science at university and have received two conditional offers. As you will see from my CV, I have always shown an interest in working with animals and have relevant experience from voluntary work which I carried out at a local dogs' home. In this position I had sole responsibility for taking care of some dogs' daily needs, such as feeding, cleaning and exercise. In addition to this, I regularly spend time on my uncle's farm throughout the year and usually help him take care of the animals. This hands-on experience has reinforced my decision to seek a career working with animals. Both the dogs' home and my uncle would be willing to provide references.

I am hard-working, punctual and willing to help out with any kind of job at the sanctuary. My decision to undertake a degree in veterinary science confirms my interest in and commitment to the field. I am certain that experience working at your animal sanctuary will provide an invaluable insight into working with animals and a unique opportunity to acquire a range of skills and expertise.

I hope I have shown that I am an ideal candidate for this position and please find attached my CV.

I look forward to hearing from you.

Yours faithfully,

E. Jones

Emily Jones

Check your understanding: true, false or not given

Read the sentences and answer 'true' if the information can be found in the text, 'false' if the information says the opposite to the text or 'not given' if the information cannot be found in the text.

1. Emily was told about the work placement by a friend.
a. True b. False c. Not given
2. Emily will study veterinary science at university if she passes all her A levels.
a. True b. False c. Not given
3. Emily has worked mainly with wild animals.
a. True b. False c. Not given
4. Emily has worked on her uncle’s farm at different times of the year.
a. True b. False c. Not given

Students who apply to veterinary science at university are expected to do work experience before

5. starting the course.
a. True b. False c. Not given
6. Emily is clear about the type of career she wants to have.
a. True b. False c. Not given

Activity three.

Check your understanding: gap fill. Complete the sentences with a preposition from the box.

| | | | | |
|----|----|-----|------|------|
| at | at | for | from | in |
| in | in | In | in | into |
| to | | to | to | with |
| | | | of | on |

1. I am writing _____ you with regard _____ the voluntary work placement.
2. I am planning _____ doing a degree _____ veterinary science _____ university.
3. As you will see _____ my CV, I have always shown an interest _____ working _____ animals.
4. _____ this position I was responsible _____ taking care _____ the dogs’ daily needs.
5. Undertaking a degree _____ veterinary science confirms my interest _____ and commitment _____ the field.
6. Working _____ your animal sanctuary will provide an invaluable insight _____ working with animals.

Activity Four.

Check your understanding: multiple selection

Choose the six things you should include in a cover letter. Tick (✓) all the correct answers.

- 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
- 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