

**Cover letters spot the difference pairwork
emailing/ job applications**

Student A

Work with someone who has the other worksheet. Without showing your worksheets to each other, read out and listen to find the differences, decide if both versions are okay or if someone needs to change theirs, then do the same for more differences.

Dear Madam;

I like to apply for the job of Part-time Sales Assistant in the food section of Harvey Nicholls in Knightsbridge as advertised in Recruit Magazine on 2 August 2008. Please find attached a copy of my CV.

As you can see from my CV, I have two years of experience in the retail food sector in an organic food shop in Japan. This has given me experience of dealing with customers, as well as cashier skills and knowledge of factors particular to the sector. I am currently studying English at a language school. I have good English communication skills (I recently passed a Cambridge Certificate in Advanced English exam), and have been living in London since September 2007. The fact that I can speak Japanese should also be useful when dealing with your Japanese customers. In the evaluation reports in my previous company my boss always described me as enthusiastic and a good team worker.

I am particularly interested in this job because I believe it would give me the perfect opportunity to see the differences between food retailing in Japan and Europe and to learn knowledge and skills that I could take back to Japan with me when I return in 2010. Fortnum and Mason's is also by far the best shop in London for both the selection of foods and the level of service, and is the kind of traditional but innovative shop in which I have always been most interested in working.

My student visa entitles me to work up to 20 hours per week (or longer during my school holidays), and I could start work or come for an interview on any time. I can be contacted most easily on my mobile phone or by e-mail (see details at the top of this letter)

Yours faithfully,
Ms Eriko Tanaka

Look at both letters and make sure that you haven't missed any differences.

Compare which parts you think had to be changed as a class.

Test each other on the language by reading out something that could be improved and seeing if your partner can make it better (with other changes not in these letters also OK).

Student B

Read out your version of the cover letter without showing it to your partner and find out where it is different from your partner's. With each difference, decide if they are both equally okay or if one is better.

Dear Sir/Madam,

I would like to apply for the job of Part-time Sales Assistant in the food section of Harvey Nicholls in Knightsbridge that was advertised in Recruit Magazine on 2 August 2008. Please find attached a copy of my CV.

As you can see from my CV, I have two years of experience in the retail food sector in an organic food shop in Japan. This has given me experience to deal with customers, as well as cashier skills and knowledge of factors particular to the sector. I currently study English at a language school. I have good English communication skills (I recently passed the Cambridge Certificate in Advanced English exam), and have been living in London since September 2007. My fluency in Japanese should also be useful when dealing with your Japanese customers. I am an enthusiastic worker, and enjoy working in a team.

I am particularly interested in your job because I believe it would give me the perfect opportunity to see the differences between food retailing in Japan and Europe and to learn knowledge and skills that I could take back to Japan with me when I will return in 2010. Fortnum and Mason's is also one of my favourite shops in London for both the selection of foods and the level of service, and is the kind of traditional but innovative shop in which I have always been most interested in working.

My student visa entitles me to work up to 20 hours per week (or longer during my school holidays), and I could start work or come for an interview at any time. I can be contacted most easily on my mobile phone or by e-mail (see details at the top of this letter).

Yours sincerely,

Eriko Tanaka (Ms)

Look at both letters and make sure that you haven't missed any differences.

Compare which parts you think had to be changed as a class.

Test each other on the language by reading out something that could be improved and seeing if your partner can make it better (with other changes not in these letters also OK).