

Preparing a cover letter in English



LEARNING OBJECTIVES

- Effectively write a cover letter in English
- Learn how to use formal and academic English
- Avoid using informal or casual language
- Use the skills learnt in order to write a cover letter in native languages

MATERIALS NEEDED

- Whiteboard and markers
- Computer and projector
- Paper, photocopies of worksheets
- Internet access

LEARNING SCENARIO AND ACTIVITIES PROPOSED

1) Introduction (10 minutes)

Ask the students which career they would like to pursue. When you get enough answers, ask them what they should do in order to follow their desired career. Explain to them that in order to get a job, they have to be able to write a CV and an accompanying cover letter. Explain what a cover letter is.

2) Presentation (25 minutes)

Explain that a cover letter is a one-page business document that should complement your CV in your job application. The purpose of a cover letter is to:

- Introduce you to hiring managers.
- Provide details about your qualifications.
- Tell employers why you want to work for them.

- Explain why you're the best choice for the job.

Give tips to your students on how to write a good cover letter. Tell them that they should:

- Include only essential information such as notable achievements and skills that are immediately related to the job they are applying for.
- Choose a cover letter template that is appropriate for the position and company they are applying for.
- Include the correct contact information.
- Don't use an informal or casual tone.
- Talk up to yourself but be appropriate.
- Show that you've done some research for the job and company you are applying to.
- Explain why you are the best candidate for the job.

Remind the students that a cover letter should be written in an appropriate language (formal) and that it should avoid being formal or casual.

3) Practice (25 minutes): Social Media Activity

The students will go to LinkedIn and find examples of guides on how to write cover letters. They will also use the worksheets the teacher will give them with examples of good and bad cover letters. They will have to find good and bad cover letters and make notes as to how they can improve them.

An alternative activity which will incorporate social media can be to have students create their CVs in an unconventional way. Instead of writing a traditional CV, they could make a TikTok or a (short) YouTube video which would work as their CV. The students can then give feedback to each other and exchange ideas on what worked and what didn't work in each video.

4) Conclusion (10 minutes)

The teacher must highlight that creating a cover letter is an essential life skill which will accompany students in their life.

EXPECTED DIFFICULTIES AND PROPOSED SOLUTIONS

- Students may not have enough motivation for this lesson as writing a cover letter might feel like a task, they will not have to deal with for a long time to come.
- Students should be encouraged as the teacher should explain to them that practical skills such as writing a cover letter will play a key role in their future.

ASSESSMENT

- Write a cover letter. The teacher should create job listings and randomly assign them to the students.
- In order for this to be more realistic, real job listings can be found.
- Also, the teacher can ask the students to start creating their own real LinkedIn account which they can start updating. In this way, they will understand the importance of building their professional profile from an early age.

BIBLIOGRAPHY

- My Perfect Resume. (2023, March 16). "How to make a cover letter". Retrieved May 7, 2023, from <https://www.myperfectresume.com/career-center/cover-letters/how-to/write>