How to write a cover letter	How to write a cover letter	 How to write a cover letter	 How to write a cover letter
□ Address and contact		□ Address and contact	
□ Name and address of the		□ Name and address of the	
employer		employer	
☐ Polite expression.	□ Dear Sir or Madam	□ Polite expression.	 □ Dear Sir or Madam
□ Paragraph explaining WHY	\square I'm applying for the job of	 □ Paragraph explaining WHY	 \square I'm applying for the job of
you're writing and WHY you	because	 you're writing and WHY you	 because
are interested in this job.		 are interested in this job.	
□ Paragraph to introduce		 □ Paragraph to introduce	
yourself (name, age, nationality,		yourself (name, age, nationality,	
personality, abilities and		personality, abilities and	
hobbies).		hobbies).	
□ Paragraph about your future	□ Will have to + BV	□ Paragraph about your future	□ Will have to + BV
obligations.		 obligations.	
□ Paragraph about your past	☐ Present perfect (+since/for)	 □ Paragraph about your past	 ☐ Present perfect (+since/for)
experiences		 experiences	
□ Details about one specific	□ Simple past (+in / ago)	 □ Details about one specific	 □ Simple past (+in / ago)
past action.		past action.	
□ Paragraph to invite the	□ I'm looking forward to	□ Paragraph to invite the	□ I'm looking forward to
employer to contact you.	hearing from you.	employer to contact you.	hearing from you.
□ Polite expression.	□ Respectfully yours,	☐ Polite expression.	□ Respectfully yours,
□ Signature.		□ Signature.	

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