

A. Write a cover letter and a CV

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2 18 May 2010

3 Ms Lindsay Turner
Sales Department Manager
London MSuperstore
137 Oxford Street
London, W1G 9BL

4 Dear Ms. Turner,

5 I'm a student at Lycée Schoelcher in Martinique and I am interested in applying for the London MSuperstore sales assistant part-time position that was published in FUSAC last week.

6 I have experience in working part-time as a cashier in a local supermarket at weekends, and have also worked as a receptionist at Hedgehog Hotel in Stevenage for two months. There, I enjoyed dealing with all types of customers and I developed my communication skills in foreign languages.

I believe that my communication and customer service skills would be an asset to your store. I am also outgoing and keen on fashion and design. This position would provide me with the ideal opportunity to practise foreign languages and expand my commercial skills while studying.

I would be grateful if you could take my application into consideration and contact me for an interview at your convenience.

7 I thank you again for your attention and look forward to hearing from you soon.

8 Yours sincerely,

Caroline Martin

9 Enclosed: **CV**

* CV = Curriculum Vitae (GB) = resumé (US)

WB ▶ 9

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OBJECTIVE:

Job at London MSuperstore

WORK EXPERIENCE:

2010-2011

- Supermarket, St Pierre, Martinique
- Part-time job as a cashier

July & August 2010

- Hedgehog Hotel, (UK, Stevenage)
- Summer job as a receptionist

2009

- "Agence Vive BB !", Fort de France, Martinique
- Babysitting at weekends

EDUCATION:

2011

- Baccalauréat ES - Lycée Schœlcher, Fort de France, Martinique

Subjects covered: economics, mathematics, history, English, Spanish, German.

2008

- Diplôme National du Brevet

INTERESTS:

- Trips abroad : Great Britain (2007, 2008, 2010), USA (2009), Germany (2007)
- Hobbies : drawing & fashion designing, music, reading, first aid volunteer for the Red Cross.

- 1 Identify the different parts of Caroline's cover letter. Match the correct terms (a. to i.) with the right passages (1 to 9). Then find the expressions she uses to express politeness, her experience, education, personal qualities, interests and motivation.

a. Introduction presenting the position applied for

b. Applicant's personal data

c. Enclosure

d. Company address

e. Polite ending asking for an interview

f. Body of the letter explaining motivation and skills

g. Signature

h. Date

i. Form of address

- 2 Write your own CV and cover letter to apply for a summer job.

Règles d'or

1. Organisez vos idées : Faites des paragraphes : raison de la candidature, détails sur l'expérience, compétences et formation ; demande polie d'un entretien ou d'une prise de contact ultérieure ; formule de politesse et signature.
2. Démontrez que vous êtes la bonne personne pour le poste. Sélectionnez les éléments de votre personnalité et de votre expérience utiles à l'emploi sollicité.
3. Pour convaincre, soyez succinct et incisif dans votre manière de rédiger. Évitez les tournures trop longues et complexes. Adaptez votre registre de langue : langue neutre et formelle, pas de langage familier.
4. Utilisez des termes positifs et des verbes d'action suggérant votre dynamisme : *abilities (n.), asset (n.), skills (n.), deal with (v.), manage (v.), team up (v.), outgoing (adj.), dynamic (adj.), well-organised (adj.)*.
5. Utilisez des formules de politesse adaptées à la personne à qui vous écrivez. Lorsque l'on connaît le nom : *Dear Mr. / Miss or Ms / Mrs*; lorsqu'on ne connaît pas le nom : *Dear Sir, Madam, Sirs, Gentlemen (US)* puis terminez par *Sincerely / Yours sincerely (UK) / Yours truly / Yours faithfully (US)*.
6. Attention à la présentation. Écrivez de manière claire et aérée : coordonnées, date, etc.

Now your turn



You are applying for the summer job below. Write a cover letter and CV.

WANTED

Motivated, outgoing teenage cast members for show and stage performances at Disneyland, Orlando, Florida. Busy day shifts and/or weekends.

No experience required.

E-mail cover letter & C.V:

disneylandrecruit@gmail.com