Answers to A cover letter – exercises

Preparation

1. b
2. e
3. h
4. g
5. a
6. d
7. f
8. c

1. Check your understanding: true, false or not given

1. False
2. Not given
3. False
4. True
5. Not given
6. True

2. Check your understanding: gap fill

1. to, to
2. on, in, at
3. from, in, with
4. In, for, of
5. in, in, to
6. at, into

3. Check your understanding: gap fill

1. advertisements
2. scientist
3. unconditional
4. irrelevant
5. responsibility
6. regularly
7. reinforced
8. invaluable
9. expertise
10. references

4. Check your understanding: multiple selection

✓ 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