

Answers to A cover letter – exercises**Preparation**

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

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

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

2. Check your understanding: gap fill

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

3. Check your understanding: gap fill

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