



***Institut de Formation à Distance***

**ONLINE ENGLISH COURSES**

**LICENCE 2 : CHAPTER TWO**

# Presentation of trainers

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## Course designer

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# Description of the course

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- The English course aims at preparing students to professional life through the acquisition of knowledge and skills that allow them to communicate.
- For that purpose, the course is based on providing students with skills which allow them to use general English and ESP (**English for Specific Purposes**).



# Prerequisites and objectives

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- **Prerequisites**

Students should have completed L1 English course

- **Objectives**

This course aims at providing students with the necessary skills to formal letter writing. Students will be equipped with relevant techniques for the designing of cover letters.

This session will lay the emphasis on the general presentation of the letter including layout and the content.

Then students will also be provided with tips and the appropriate vocabulary items which should be used in a formal letter.



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- **CHAPTER TWO**
  - **The Cover Letter**



# Topics and Skills

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- **CHAPTER 2: Writing a Cover Letter (or Motivation Letter)**
- **Specific Objectives:**
- This course aims to equip students with the writing techniques of the Cover Letter which is required in many applications including internships, scholarships, admissions in colleges and universities abroad.
- This chapter focuses on the form and content of the Cover Letter as well as the appropriate language style and vocab items to use in this professional document.



# Presentation or Layout

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- 1.1. Applicant's names and addresses (phone numbers, e-mail address, zip code, if available) should appear on top right corner

**Note:** Give a valid postal and e-mail address where you can receive responses to your application

- 1.2. Date (usually in the form, month, day, year ) e.g. February 13<sup>th</sup>, 2020
- 1.3. Recipient's or Company name and address on the left side below the date

**NOTE:** The application should be addressed to the specific person or department in charge of the vacancy

- 1.4. Opening (Dear Sir or Madam, Dear Mr., Mrs., Ms., Director, or Manager...)
- 1.5. Object (e.g. application for scholarship, Job Application, Internship Application...)
- 1.6. Content
  - Introduce yourself (optional)
  - Reasons for applying
  - Professional experiences, degrees earned and personality
  - Talk about your skills and abilities
- - Attachment (resume)
- 1.6. Closing words (Yours sincerely, Yours faithfully...)
- 1.7. Sender's name and signature



# How to Write a Cover Letter

- **What is a cover letter?**

A cover letter is a brief one page letter sent along with the resume to potential employers. The purpose of the cover letter is to present yourself to potential employers and to let them know what position you are interested in and why you'd be a good fit to the position and company.

- **Cover Letter Format**

A hard-copy cover letter should be written in the [business letter format](#), while an email should be sent in the same format but without the heading (your return address, their address, and the date).

- **Cover Letter Writing**

Generally the cover letter will consist of three paragraphs.

- The first paragraph is an introductory one which introduces yourself. You want to include information on the position you are applying for, how you heard about it and why you are interested in the position and/or company.
- The second paragraph should provide information on your skill, strengths, education, qualifications and/or experience. This paragraph should be concise and give specific examples of why you are the ideal candidate and not simply restate your resume.
- The final paragraph should close up the letter by requesting an interview and possibly suggest times that are convenient for you or stating that you can come in at a time that's convenient for the employer. Also you should let the recipient know what the best way and/or time to contact you is (you should let them know both your contact email and phone number so that they can contact you in their preferred method). Or you can let them that you'll follow up the letter with a phone call in several days. You should thank them for their time to close up the letter.
- Each cover letter that you send out should be unique and tailored to the specific company and position you are applying to. Using one cookie cutter cover letter will lessen your chances for landing an interview. Also be sure to check for grammar and spelling and keep the letter to one page in length.





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## RELATED VOCABULARY

I am writing to apply for the position of.....

In reference to your vacancy announcement in the Saturday's *L'Observateur*, I am writing this letter to apply.....

Following the job recruitment you published on your website, I am sending your letter to apply for the position of.....

## More VOCAB ITEMS

Je cherche un stage stimulant et enrichissant

- **I am seeking a challenging and rewarding internship**

En ma qualité d'étudiant en licence en comptabilité...

- **As a bachelor student in accounting...**

J'ai capitalisé des aptitudes en...

- **I have acquired skills in....**

Suite à notre entretien téléphonique.....

- **Following our telephone conversation...**

Je serais ravi d'avoir une opportunité....

- **I would be delighted to have an opportunity...**

Je joins une enveloppe timbrée à mon adresse...

- **I enclose a stamped addressed envelope...**

Dans l'attente d'avoir votre réponse bientôt, je vous prie de croire à mes sentiments les meilleurs,

- **Looking forward to hearing from you soon**



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## **PRACTICAL EXERCISE**

Write a cover letter to the Human Resource Manager of the United Nations Development Program (UNDP) to apply for a 3-month internship next summer vacation.

UNDP Senegal  
Ponty Avenue  
PO Box 6593 Dakar Plateau  
Senegal

