

Tuxtla Gutiérrez, Chiapas. A 21 de Octubre de 2022.

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Subject: English

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Activity: Research

Semester and group: 1° - A

COVER LETTER

1.- What is?

It is a cover letter addressed to an employer, where on one page you briefly summarize your career, who you are and indicating what you have done.

2.- How is its structure?

Presentation: Name and current profession or what situation you are in right now, if you are studying or working. You can also add why you want to work for that specific company.

Professional achievements: Here you can summarize a little your professional career. Include the things you have accomplished in your jobs, the objectives met and the goals achieved. It is advisable to include specific information to make it more credible and to convince the employer to read the letter. You can also include your education and what you have learned in order to develop what are now your skills. This paragraph is going to be the most powerful part of your letter so try to be as precise and convincing as possible.

Farewell to the letter: At the end of your cover letter, appreciate the time spent reading your letter. Always invite him to contact you and review your resume.

3.- What tone do you use?

Formal tone: Use a formal tone if the profile of the job offer requires it. You will notice that right away, they usually ask for it in jobs that require experience and some kind of study. Use industry-specific

words and your achievements. Address the employer in the third person plural.

Friendly tone: Use a more friendly tone for younger companies or startups. Talk to them about yourself and in the first person so that the treatment is closer and more direct.

Creative tone: If your sector is more creative and you are applying to an advertising agency, architecture studio, or a position that involves being creative, let your imagination run wild and write a letter according to who you are. This can give it a personal touch and draw the reader's attention to hire you.

4.- What are the steps?

Plan, write the headline, say hello, start with your introduction, explain why you are interested in the position, explain why you are the ideal candidate, close by showing a desire to keep in touch, say goodbye, review and send

5.- What information should it include?

Greeting, opening, hook, skills and close.