

Cover letter for job application

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Dublin 8

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Friday 31 March 2006

Mr J.F O'Connor
Personnel Department
Mater Hospital
Dublin 7

Dear Mr O'Connor,

I would like to apply for the position of care-assistant at the Mater Hospital, recently advertised in the Evening Herald (Tuesday 28 March 2006)

Please find my Curriculum Vitae enclosed.

As you will see I have a great deal of experience in this area and I would be very grateful for a chance to discuss my qualifications further.

I am available for interview at any time.

Yours sincerely,

Olga Limts

Read the letter, and then answer the questions.

1. Who wrote the letter?
2. When did she write the letter?
3. What is her address?
4. Who did she write to?
5. What position did she apply for?
6. Where did she see the position advertised?
7. When was the position advertised?
8. Who is Mr J.F O'Connor?
9. When can she attend an interview?
10. Does she have experience?
11. Does she have qualifications?
12. Does she send her C.V?
13. What is Olga's email address?
14. What is Olga's telephone number?
15. When do you use "Yours faithfully" at the end of a letter?
16. Is this a good "cover letter?"