



Activity 4: Covering letter



Fill in the details on this covering letter.

Your address
Your postcode
Your telephone number
Your email address

Address of the company
Postcode of the company
Date

Dear Sir/Madam,
RE: (job)

Paragraph 1: Say who you are. Say why you are writing.

Paragraph 2: Talk about you and your skills.

Yours faithfully,

Your name

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Dear Sir/Madam,
RE:

Yours faithfully,