

Following advice into two categories, *dos* and *dont's*.

- Type your letter of application
- Use interesting coloured paper
- Write at least two pages
- Repeat what is already on your CV
- Point out professional skills that you have acquired
- Emphasise how you believe you meet the employer's needs
- Tell the employer that you will call in to discuss your application

16 Use these phrases to complete the cover letter below.

I am confident I am available please find enclosed
I am writing with reference to I look forward to hearing
I have experience of

Michel Blanc
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76000 Rouen, France
michel_blanc@yahoo.fr

6th August

The Human Resources Officer
Global Tours
80 Campbell Street
London WC2 9AN

Dear Sir or Madam,

.....¹ the position of Night Auditor as advertised in *The Guardian* of 11 January.

.....² a copy of my CV outlining my background and qualifications for your consideration. As an Assistant Manager of a three-star hotel³ managing staff and dealing with guests.

I also have practical experience of increasing room occupancy and producing financial statistics. If given the opportunity⁴ that I could make a valuable contribution to the running of the hotel.

.....⁵ for interview at a time and place of your convenience. I can be reached at the above postal and email addresses or on 0033 1 5543 7574. I appreciate your time and consideration and

.....⁶ from you soon.

Yours faithfully,

Michel Blanc

Michel Blanc
Enclosures: CV and Photograph