

# COVER LETTER

1. What is it?
2. How to write it
3. Examples of CVs

**ACTIVITY:** Design your own cover letter

# What is a cover letter?

It presents a CV

So the company gets interest in us.

Types:

- Conventional
- Free cover letter



# Recommendations to make your own cover letter

1. Short and clear sentences (1 sheet)
2. Describe the characteristics of the position and comment on how adequate you are for it.
3. Mention you have good grades on the subjects related to the position
4. Mention personal abilities related to the position

# Recommendations to make your own cover letter

5. Write it with a computer.
6. It must have three or four paragraphs:
  - a. Contents related to the objective of the letter, references and interest for the company.
  - b. Contents related to values we may contribute with.
  - c. Contents related to future contacts.

