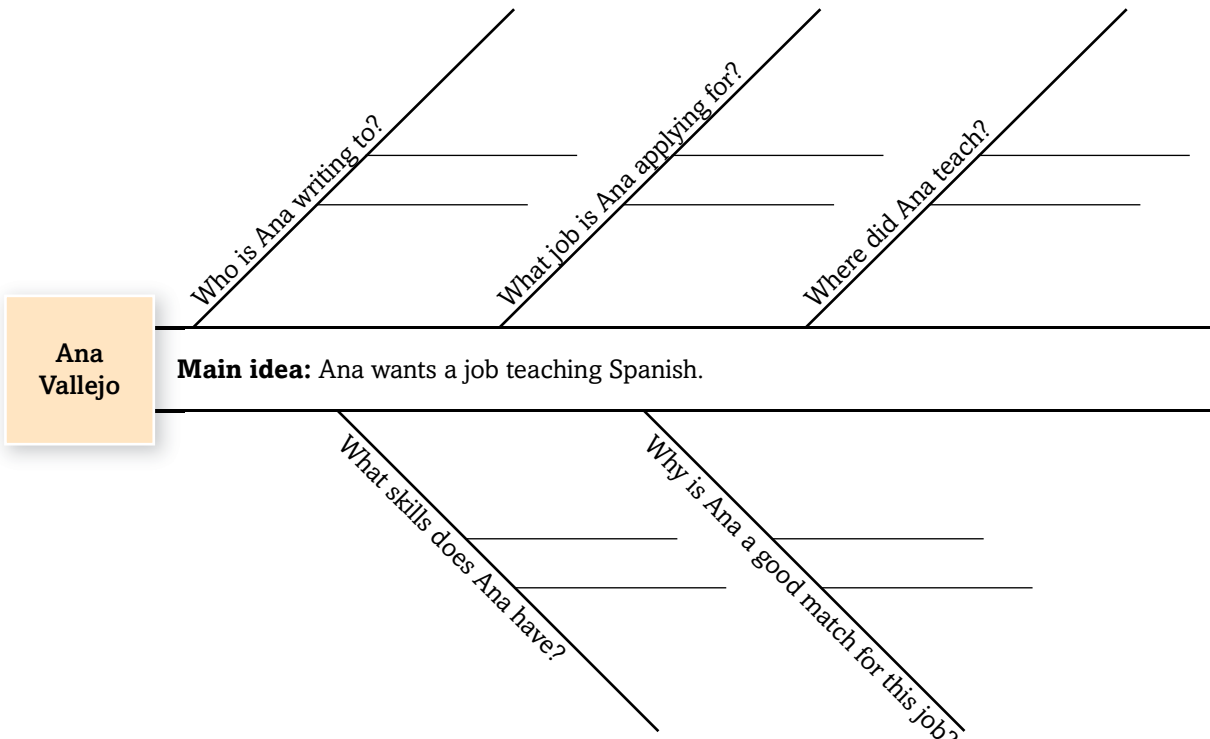## 1 BEFORE YOU WRITE

Read the model cover letter, and take notes in the chart.

Dear Ms. Wills:

My name is Ana Vallejo. I am writing to apply for the Spanish Tutor position that is advertised on your website. As you can see on my resume, I have experience teaching Spanish. I was a Spanish teacher in Colombia for 12 years. I moved to the United States three years ago, and I have privately tutored several students in Spanish since then. I use many methods to teach the children. For example, I like to use games, songs, and other fun activities. It helps the children remember the lessons. As a native Spanish speaker, I also have a good understanding of the culture. Culture is a part of language, and children enjoy learning about it.

I feel my experience and love of the Spanish language are a good match for your position. I would be very happy to meet with you and discuss my experience and the position.

Sincerely,
Ana Vallejo

Who is Ana writing to? _____

What job is Ana applying for? _____

Where did Ana teach? _____

Ana Vallejo

Main idea: Ana wants a job teaching Spanish.

What skills does Ana have? _____

Why is Ana a good match for this job? _____

2 FOCUS ON WRITING: Adding Details

READ THE WRITING TIP.

What do you know about Ana's teaching experiences? Underline the details in the model cover letter.

> **WRITING TIP:** Add specific details. To add specific details, think about the *Wh-*questions: *Who, Where, What, When, How,* and *Why.* By answering these questions in your paragraph, you give detailed information to your reader and make your reading clearer and more interesting.

3 PLAN YOUR WRITING

A **PARTNERS. BRAINSTORM.** Share your ideas. What jobs do you think would be interesting to have? Why?

B Choose one of the jobs you discussed. Make a chart like the one in Exercise 1 and write about your experiences, including details.

4 WRITE

Write a cover letter. Use the model cover letter in Exercise 1 and your ideas from Exercise 3. Remember to begin your letter by introducing yourself. Mention the job you are interested in, and give details about your experience.

5 CHECK YOUR WRITING

STEP 1. Use the checklist and check your writing.

STEP 2. PARTNERS. Read your writing together.

Give each other feedback, and revise your writing.

☐ The letter begins with an introduction.

☐ The letter includes details about your experience.

☐ It answers the important *Wh-*questions.