





Useful phrases and expressions for covering letters

- a) Scan two of the following QR-Codes to open a website with useful phrases for covering letters.
- b) From each website, copy at least two phrases for each section onto this worksheet.

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|  |  |  |  |
| Opening (1st paragraph) | <hr/> <hr/> <hr/> <hr/> | | |
| Qualifications (2nd paragraph) | <hr/> <hr/> <hr/> <hr/> | | |
| Skills (3rd paragraph)* | <hr/> <hr/> <hr/> <hr/> | | |
| Closing (4th paragraph) | <hr/> <hr/> <hr/> <hr/> | | |

**Sometimes the 2nd and 3rd paragraphs are combined into one.*