

English job applications cover letter ranking

Rank these things by how important they are to include in a job application cover letter

A summary of the information in your CV
When you can come for interview
How you are most easily contactable
Extra information that is not in your CV
The fact that your CV is enclosed/ attached
How you heard about the job
Why you especially want that job
Why you are particularly suitable for that job
A reference number for the job being applied for
Your postal address
Their postal address
The name of the relevant person
Exactly which job you are applying for
How you first heard about that company
Any contacts you have in that company

How can you organize the information above into 3 to 5 paragraphs?

What do you need to add to the beginning and end to make a complete letter?

Look at the examples and check your answers. Which example do you think is best?