

**Cover letter by Europass
document
A2/B1****Learner****ACTIVITY 1 (20')**

- Take a look to the following web pages in order to get a general idea of what a good cover letter should be. You can search other sources of information yourself.
- <http://www.kent.ac.uk/careers/cv/coveringletters.htm>
- <http://careers.theguardian.com/covering-letter-examples>
- <https://nationalcareersservice.direct.gov.uk/advice/getajob/cvs/Pages/writecoveringletter.aspx>

ACTIVITY 2 (25')

- In groups, try to reach an agreement about what a cover letter should be. Finally, work out a document: a sort of a general cover letter structure and contents model.

ACTIVITY 3 (25')

- By means of the Europass webpage editor:
<https://europass.cedefop.europa.eu/editors/en/cl/compose>
You must complete your personal cover letter on-line, download it, send it to your personal email, and print it.

ACTIVITY 3 (20')

- You must read your cover letter to your class mates, and listen to the other students' ones.