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B1 BUSINESS WRITING ≈ 27 MIN

Cover Letters — *build the letter*

You have built the arc — now put it on paper. New sentences, same shape.

Open · prove it · close Which job and where · one achievement with "I" · attachment, thanks, sign-off

NAME _____ DATE _____

YOUR BUILD 1 · SORTING ○ 2 · FILL-IN ○ 3 · CORRECT ○ 4 · WRITE ○

BRICK 1 · FOR OR SINCE? · APPROX. 4 MIN ●○○

Write each time phrase with **for** or **since** in the right column. Ask yourself: how long? → length of time. Since when? → starting point.

six years | last September | the age of sixteen | a few weeks | 2018 | the past two years | almost a decade | the start of the year | eighteen months | April

FOR + LENGTH OF TIME	SINCE + STARTING POINT

BRICK 2 · FILL IN THE RIGHT WORD · APPROX. 6 MIN ●●○

Add exactly one word per gap. Where a word stands in brackets, put it in the right form or translate it; where a hint stands there, follow it.

01 I would like to _____ (sich bewerben) for the position of Warehouse Supervisor in your Bremen depot.

02 I am writing to apply for the position of Payroll Officer _____ (advertise) on Indeed.

03 I have led the reception team at Havelstein Hotels _____ (for/since) 2020.

04 This experience has _____ (give) me a clear picture of what business travellers expect.

05 I would welcome the _____ (Gelegenheit, starts with o) to support your front-office team.

06 Please find _____ (attach) my CV and two references.

07 Thank you for _____ (take) the time to read my application.

08 Salutation "Dear Sir or Madam," — traditional British sign-off: "Yours _____ ,"

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN

Each sentence contains exactly one mistake. Underline it and write the whole sentence out correctly.

01 I work as a payroll assistant since 2019.

02 I have looked after key accounts in the Rhine-Main region since three years.

03 In my current role by Kellmann Freight, I handle customs paperwork for 30 clients.

04 I am writing to applying for the position of Team Assistant advertised on StepStone.

05 I would welcome the opportunity to joining your finance team.

06 I look forward to discuss the next steps with you.

BRICK 4 · WRITE YOUR OWN COVER LETTER · APPROX. 8 MIN

Think of a job that interests you. Write one or two sentences for each task — full sentences, with "I".

01 Your opening: which job and where it was advertised — "I am writing to apply for the position of … advertised on …"

02 Your current job: "In my current role at …, I …" — plus one sentence with for or since.

03 The bridge to the new job: "This experience has given me …" and "I would welcome the opportunity to …"

04 Your close to "Dear Ms Novak": attachment, next step — and the sign-off of the British tradition.

MINI-CHECK – CAN I DO THIS YET?

- [ ] My first sentence names the job and where it was advertised; "I hereby apply" is grammatical but sounds stiff.
- [ ] After "role" I name the employer with "at" or "with", not "by" — and for a length of time up to now I use the present perfect: for + period, since + starting point.
- [ ] After "look forward to" and "Thank you for" comes the -ing form; after "the opportunity to" comes the base form.
- [ ] British tradition: "Dear Sir or Madam" → "Yours faithfully"; a salutation with a name → "Yours sincerely".

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **for** six years
How long? A length of time — so "for".

02 **since** last September
Despite "last", a point in time — so "since".

03 **since** the age of sixteen
The number names a starting point, not a length of time.

04 **for** a few weeks
A length of time, even without a number.

05 **since** 2018
A year as the starting point — since when?

06 **for** the past two years
The whole stretch up to now is a length of time.

07 **for** almost a decade
"A decade" is ten years — a length of time.

08 **since** the start of the year
A starting point, even though "year" is in it.

09 **for** eighteen months
Number plus unit — a length of time.

10 **since** April
A month as the starting point.

BRICK 2 · FILL-IN

01 I would like to **apply** for the position of Warehouse Supervisor.
"Sich bewerben für" = apply for, in the base form.

02 … the position of Payroll Officer **advertised** on Indeed.
"Advertised on …" says where the advert appeared.

03 I have led the reception team at Havelstein Hotels **since** 2020.
2020 is a starting point — "since" with the present perfect.

04 This experience has **given** me a clear picture …
Present perfect: has + the participle "given".

05 I would welcome the **opportunity** to support your front-office team.
Fixed phrase: "welcome the opportunity to …".

06 Please find **attached** my CV and two references.
A fixed, slightly formal phrase with the participle "attached".

07 Thank you for **taking** the time to read my application.
After the preposition "for" comes the -ing form.

08 Dear Sir or Madam … Yours **faithfully**,
British tradition: no name → "Yours faithfully".

BRICK 3 · CORRECT

01 I **have worked** as a payroll assistant since 2019.
Still going on: present perfect ("have been working" also fits).

02 I have looked after key accounts in the Rhine-Main region **for** three years.
"Three years" is a length of time, not a starting point.

03 In my current role **at** Kellmann Freight, I handle customs paperwork for 30 clients.
After "role" the employer takes "at" (or "with"), not "by".

04 I am writing to **apply** for the position of Team Assistant advertised on StepStone.
This "to" gives the purpose — so the base form.

05 I would welcome the opportunity to **join** your finance team.
This "to" is not a preposition — so the base form.

06 I look forward to **discussing** the next steps with you.
Here "to" is a preposition — so the -ing form.

BRICK 4 · WRITE

Your sentences may differ — check for/since, the verb form and the sign-off. "Kind regards" is just slightly less formal.

01 "… the position of **Accounts Assistant** advertised on **StepStone**."
Job title as advertised, plus where the advert ran.

02 "In my current role **at** Rehberg Foods, I check invoices. I have worked there **since** 2021."
"At" for the employer; "since" with the present perfect.

03 "This experience has **given** me a sharp eye for errors, and I would welcome the opportunity **to use** it."
Present perfect, then the base form after "opportunity to".

04 "I have attached my CV and would be happy to discuss it. … **Yours sincerely**, Anna Kraus"
Named reader → British "Yours sincerely".

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Writing a CV in English
englisch-lehrer.com/en/lessons/cv-english

PAIR WITH THIS
Email Openings and Closings
englisch-lehrer.com/en/lessons/formal-email-opening-closing

ALL LESSONS
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