

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

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| <p>01 for six years
<i>How long? A length of time — so "for".</i></p> <p>02 since last September
<i>Despite "last", a point in time — so "since".</i></p> <p>03 since the age of sixteen
<i>The number names a starting point, not a length of time.</i></p> <p>04 for a few weeks
<i>A length of time, even without a number.</i></p> <p>05 since 2018
<i>A year as the starting point — since when?</i></p> | <p>06 for the past two years
<i>The whole stretch up to now is a length of time.</i></p> <p>07 for almost a decade
<i>"A decade" is ten years — a length of time.</i></p> <p>08 since the start of the year
<i>A starting point, even though "year" is in it.</i></p> <p>09 for eighteen months
<i>Number plus unit — a length of time.</i></p> <p>10 since April
<i>A month as the starting point.</i></p> |
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BRICK 2 · FILL-IN

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| <p>01 I would like to apply for the position of Warehouse Supervisor.
<i>"Sich bewerben für" = apply for, in the base form.</i></p> <p>02 ... the position of Payroll Officer advertised on Indeed.
<i>"Advertised on ..." says where the advert appeared.</i></p> <p>03 I have led the reception team at Havelstein Hotels since 2020.
<i>2020 is a starting point — "since" with the present perfect.</i></p> <p>04 This experience has given me a clear picture ...
<i>Present perfect: has + the participle "given".</i></p> | <p>05 I would welcome the opportunity to support your front-office team.
<i>Fixed phrase: "welcome the opportunity to ...".</i></p> <p>06 Please find attached my CV and two references.
<i>A fixed, slightly formal phrase with the participle "attached".</i></p> <p>07 Thank you for taking the time to read my application.
<i>After the preposition "for" comes the -ing form.</i></p> <p>08 Dear Sir or Madam ... Yours faithfully,
<i>British tradition: no name → "Yours faithfully".</i></p> |
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BRICK 3 · CORRECT

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| <p>01 I have worked as a payroll assistant since 2019.
<i>Still going on: present perfect ("have been working" also fits).</i></p> <p>02 I have looked after key accounts in the Rhine-Main region for three years.
<i>"Three years" is a length of time, not a starting point.</i></p> <p>03 In my current role at Kellmann Freight, I handle customs paperwork for 30 clients.
<i>After "role" the employer takes "at" (or "with"), not "by".</i></p> | <p>04 I am writing to apply for the position of Team Assistant advertised on StepStone.
<i>This "to" gives the purpose — so the base form.</i></p> <p>05 I would welcome the opportunity to join your finance team.
<i>This "to" is not a preposition — so the base form.</i></p> <p>06 I look forward to discussing the next steps with you.
<i>Here "to" is a preposition — so the -ing form.</i></p> |
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BRICK 4 · WRITE

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

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| <p>01 "... the position of Accounts Assistant advertised on StepStone."
<i>Job title as advertised, plus where the advert ran.</i></p> <p>02 "In my current role at Rehberg Foods, I check invoices. I have worked there since 2021."
<i>"At" for the employer; "since" with the present perfect.</i></p> | <p>03 "This experience has given me a sharp eye for errors, and I would welcome the opportunity to use it."
<i>Present perfect, then the base form after "opportunity to".</i></p> <p>04 "I have attached my CV and would be happy to discuss it. ... Yours sincerely, Anna Kraus"
<i>Named reader → British "Yours sincerely".</i></p> |
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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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HANOVER

Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN

Kurfürstendamm 30 · 10719
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ONLINE COURSES

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worldwide on Zoom

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