

## Writing Guide: ECL Language Exam Level B2 – Job Application/Cover Letter

### *Writing Tips:*

1. Make sure you understand the task and the genre of writing (e.g. essay, email, etc.). In the sample task below, you're writing a **job application letter** of 150 words. The application should be formal and give reasons for why you qualify for the job.
2. If you go over 150 words, make sure it's only 10% over the required amount (165 words max). Try not to write fewer than 150 words.
3. Organize your application in paragraphs that define your interest in the job (e.g. introductory paragraph, paragraphs to cover the bullet points, and concluding paragraph). You don't have to keep the bullet points in the order they appear.
4. Do not forget to separate the paragraphs (e.g. indent or one-line space). Don't just write one paragraph that isn't organized into cohesive units.
5. Make sure your handwriting is as clear as possible so the exam graders can read your composition.
6. When writing your application, keep in mind all the graded features (grammar, written accuracy, spelling and paragraphing, vocabulary, style and cohesive devices, and communicative effectiveness).

### *Sample Writing Task:*

*You found an interesting job advertised online that you would like to apply for. Write a job application letter (around 150 words) to the employer, addressing the following:*

- *Introduce yourself and discuss what job you're applying for. (BULLET POINT 1)*
- *Your positive character traits and how they'll help you do the job. (BULLET POINT 2)*
- *Your job skills and how they'll help you be successful at work. (BULLET POINT 3)*
- *You work history and how this qualifies you for the position. (BULLET POINT 4)*

*Dear Sir/Madam,*

*I'm writing to apply for... (Writing Starter)*

During a live exam, you do not have to make a draft. But you should plan what to write about and how to cover the bullet points. (Your use of English will be scored, not what background knowledge you have.)

**Paragraph 1** (15-25 words) – *Don't forget about the genre's features (how a job application letter should be organized, etc.).*

**Paragraphs 2-4** (100-120 words) – *Content related to the bullet points. Each bullet point can be a short paragraph. Keep your cover letter formal and related to the job application.*

**Paragraph 5** (15-25 words) – *Sum up your overall reasons for applying.*

***Sample Job Application Letter (with reference to the bullet points):***

Dear Sir/Madam,

I'm applying for the *Distribution Supervisor* management position. My name is Mark Marosi and I'm interested in this job because I'd be a great fit for your multinational company. *(INTRO/BULLET POINT 1)*

I'm very organized and task-driven, two traits that will help me manage employees at your company. I'm also a detailed-oriented perfectionist and I set high standards for all of the individuals I would supervise. *(BULLET POINT 2)*

I have a Master's in Business Management and Product Distribution, but I've also worked in this field of distribution, supervision, and management. Please see my attached resume for more details and the recommendation letters I've submitted from previous employers. I currently work for Complex, a computer chip manufacturer distributing products worldwide. I manage 50 employees and coordinate international distribution with 100 vendors. My skills and work experience history will help me succeed at your company. *(BULLET POINTS 3 and 4)*

I'm available for a job interview. Please contact me at the email or phone number below if you'd like to schedule an interview. *(CONCLUSION)*

Sincerely,  
Mark Marosi

*World Count: 165*

***Features of the composition to be scored:***

**Formal Accuracy/Grammar** – The application has clear and complex grammatical structures required at this level with no mistakes.

**Written Accuracy/Paragraphing/Punctuation/Spelling** – The application is organized well with no spelling or punctuation mistakes.

**Vocabulary/Range of Word Choice** – The application is filled with a wide range of vocabulary that is well-chosen, relevant, and precise.

**Style/Genre** – The application is organized in a clear, coherent, and cohesive way, meeting the requirements for the writing genre.

**Communicative Effectiveness/Task Completion** – The application has adequate elaboration on all the bullet points. Task is well completed.

***Conclusion:*** If you follow this guide above, you will perform well on the ECL writing section of the exam. Keep in mind that there are different genres of writing that you will be asked to complete on this language exam. You may find samples for all the possible genres. Good luck and happy studies!