

Expressing similarities and differences with like, unlike and whereas (cover letter)

The outline :

- **Part one : Cover letter.**
 - What is a cover letter ?
 - What is the purpose of a cover letter ?
 - What are the main elements of a cover letter ?
 - Tips to write a good cover letter.
- **Part two : Expressing similarities and differences with like, unlike and whereas.**

Part one :

➤ What is a cover letter ?

A cover letter is a formal and written document mainly submitted with a job application and resume/CV. It is designed to introduce the applicant in more personal way including his/her skills, achievements, and highlighting his/her interest in the open position. It used to complement the content of the applicant's resume.

➤ What is the purpose of a cover letter ?

A good cover letter shows that the applicant's qualifications match the needs of the company, proves that he understands its challenges, and his skills and experience are a solution. While writing this letter he should answer these two questions " why should we hire you ?" and " what's in it for us ? both the applicant and company should be included in the letter to show that he cares for their success as much as he cares for his own.

➤ What are the main elements of a cover letter ?

The main elements that make your cover letter perfect are :

- ✓ **The Heading** : in this section you should include the sender (you) and the addressee (Name, Adress, Phone number and Email.)
- ✓ Salutation
- ✓ **Opening paragraph** : you should impress them and make them want to know more.
- ✓ **Second paragraph** : tell them why you are the perfect fit for the company.
- ✓ **Third paragraph** : tell them why the company is the perfect fit for you.
- ✓ **Closing paragraph** : in this last paragraph You tell them how much it would be great to provide you with this chance in order to show them

that your success in your previous job can be the key to growing and developing this company.

- ✓ **Formal closing** : such as : sincerely, appreciatevely, respectfully, (Best) regards, etc.
- ✓ **Postscript** : it's proposing some great ideas to develop the company before even being accepted by them, it's like sealing the deal.

➤ **Tips to write a good cover letter :**



- ✓ Say which job you are applying for " be specific".
- ✓ Say where you saw the advertisement.
- ✓ Use formal language.
- ✓ Highlight your qualifications and skills.
- ✓ Avoid repetition.
- ✓ Keep your cover letter to one page.

• **Part two : Expressing similarities and differences with like, unlike and whereas.**

When we compare and contrast in writing it means we are looking for the similarities and the differences of given subjects or things in order to evaluate or understand new information, also to determine how they are alike and how they are different.

- When looking for the similarities we mainly use : **like** which means **similar to**.
- When looking for the differences we mainly use : **unlike** which means **different from or not like or not similar to**.

Example :

- My sister is rude. I'm gentle.  **Unlike** my sister, i'm gentle.
OR Unlike me, my sister is rude.
- I'm smart. My bestie is smart.  **Like** me, my bestie is smart.
OR Like my bestie, i'm smart.

❖ **NOTE : They can also be used in the middle of the sentence.**

Example : my sister is smart like me.

I'm gentle unlike my bestie.

❖ **Whereas : whereas** is used in a sentence to express contrast.

Example : He loves foreign holidays, **whereas** his wife prefers to stay at home.

❖ **Note : It can also be used to start a sentence.**

Example : whereas you help him, he doesn't help anyone.

Exercise 01 : combine the pairs of sentences using unlike, like or whereas :

- Sami is timid/ his brother is sociable.
- My friends love pizza/ i love pizza too.

Abderhmane mira university

Module : English

Teacher : MAHIOUT.D

Level : L3 G04

Lecture : 04

- He loves his students/ he loves his son as well.
- Liza lives in a flat / her parents used to live in a large villa.
- Jack travels a lot/ his friends never left the town.

Exercise 02 : write a cover letter.