



University of Mohamed El Bachir El-Ibrahimi BBA
جامعة محمد البشير الابراهيمى - برج بوعريبيج
Faculty of Natural Science, Life and Earth Sciences and the Universe
كلية العلوم الطبيعية والحياة وعلوم الأرض والكون



Nom :

Prénom :

G

ENGLISH EXAM

QUESTIONI: (08 points)

Write a cover letter to Peter, Director of Hospital Columbs, 22 Gladstone Wimbledon, London SW19, to get a job in the laboratory as a technician.

Your name and address

June 2nd, 2022

**Mr Peter, Director of Hospital Columbs
22 Gladstone Wimbledon, London SW19**

Dear Mr. Peter

I would like to apply for the post of technician.

My diploma in biochemistry enable me to obtain the post of technician.

I would welcome the opportunity to work in your laboratory.

You will find further details of my career in attached C.V.

I look forward to hearing from you.

Yours sincerely

Your name and signature

TD (12 points)

Tick the correct answer ☒

(1). A C.V. is the abbreviation of

- Curriculum Vité
- CuriculumVité
- Curiculum Vitae

(2). Usually a C.V. should be

- Made one page
- No less than two pages
- No more than two pages

(3). You should keep your C.V.

- Just keep it as usual
- You put only your new achievements
- up-to-date

(4). In the body of the cover letter, you should

- Put your employer's name
- Include your contact information
- Express how your skills are perfect fit to the job

(5). The cover letter include

- One paragraph
- Two paragraphs
- Four paragraphs

(6). a C.V. should be

- Extend
- Lengthy
- Concise

(7). a C.V. is a summary of

- Life
- Opportunity

(8). Keep your C.V.

- Negligible
- Broad
- Significant

(9). If a cover letter is poorly written, most employer's will..... The applicant

- Forgive
- Contact
- Reject

(10). a cover letter should be

- Friendly and funny
- long and detailed
- Clear and concise

(11). Which topic shouldn't mentioned in a cover letter?

- The position
- The company
- The salary

(12). Your cover letter should explain how much you will the company

- Charge
- Disrupt
- Benefit

Good Luck