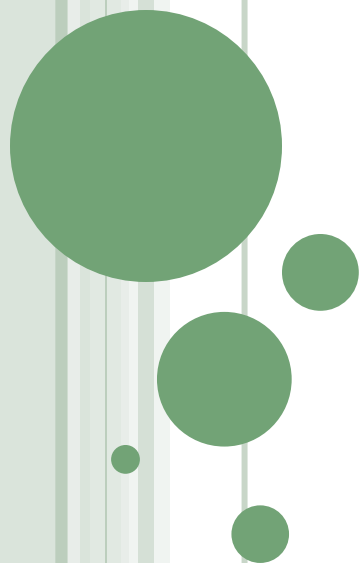


LINGUA E CIVILTÀ

Lezione 14

Mock exams



COVER LETTER 1

Write a cover letter where you underline any skills or experience you have that make you well qualified for the position.

**Advert in «The Working Magazine» –
May 2013**

THE COMPANY

Global Visionaries

Seattle-based, non-profit organization that empowers young people to become active leaders in creating a just and sustainable future.

Address: 2524 16th Ave S, Room 5

Seattle Washington 98144 – United States

Human Resources Manager: Mr. John McGavern

DESCRIPTION OF THE POSITION

Our interns must assist all Global Visionaries staff and collaborate with Executive Director to translate all written office material from English to Italian, including web, programming, curriculum and server material. They must ensure that translated version conveys the excellent attention to detail and the ability to work well with others are required. Our program allows interns extensive and professional translation experience.

This position requires a commitment of 8-15 hours a week for a minimum of 6 months. The schedule is flexible. This is an unpaid internship.

COVER LETTER 2

Write a cover letter where you underline any skills or experience you have that make you well qualified for the position.

Advert in the weekly magazine «Sunday Jobs» – 28th April 2013

DESCRIPTION

Chatto Skin & Hair Care is seeking a Marketing/Social Media Intern that is passionate and motivated. This is an excellent opportunity to gain valuable experience for a career in Marketing or Social Media by accomplishing independent tasks.

Responsibilities

- Help to expand presence on Twitter, Facebook, Youtube, Google+
- General marketing and office tasks
- Help create, edit and manage marketing material for publication (videos, promotional material)
- Assist in blog writing and management

- Strong English and writing skills
 - Fluency in a second language among French, Spanish, German, Italian
- Very good understanding of all social media networks and social media campaigns
- Interns must be flexible, self-driven and creative

Please send application letter and your CV to

Ms Sarah Johnson,
CEO, at the following
postal address:

65 East Oak St.
Chicago Illinois 60611
United States