

## Writing Paper

Exam Center \_\_\_\_\_

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## Task 1

You are a medical doctor. You have read a job advertisement for a post of a specialist geriatrician in the Norfolk and Norwich University Hospital.

**Write a cover letter for your resume in 180-200 words.**

The sender's and addressee's names, addresses, date as well as opening and closing remarks and signature are not included in the word count.

**Use the following information:**

- sender's name: Daniel Nowak (address: 17 Green Street, Norwich, NR1 1DL)
- addressee's name: HR Department, Norfolk and Norwich University Hospital (address: Colney Lane, Norwich, NR4 7UY)
- date: 03/03/20
- communicative purpose: applying for a job

**In your letter:**

- explain why you think you are the right candidate
- inform about your educational background and experience
- mention a special qualification or achievement during your career
- list your skills and strengths relevant for this post
- inform about the attached documents
- provide your contact details and availability for an interview

**Model answer**

17 Green Street  
Norwich, NR1 1DL

3rd March 2020

HR Department  
Norfolk and Norwich University Hospital  
Colney Lane  
Norwich, NR4 7UY

Dear Sirs / Madams,

I am writing to apply for the position of a specialist geriatrician advertised on the website of your hospital.

I am a graduate of the Faculty of Medicine of the Jagiellonian University, Krakow, Poland, and have been working for three years as a GP. Last year I took a course in geriatric medicine at Edinburgh University. In my gap year I had volunteered at the 'Sunflowers' nursing home in Plymouth where I learned how to care for the elderly and how to best address their needs.

I can perform all the necessary procedures required for this job. I can communicate in English fluently. I am patient, calm, and responsible; that is why I believe I will be relevant for the vacancy. I would be grateful for inviting me to a personal interview, for which I will be available next week from Monday to Wednesday after 2 p.m.

Please find attached my resume with the details of my education and work experience. I have also included a letter of reference from the director of the 'Sunflowers' nursing home. If you should require any more information, I will be eager to provide it by phone on 44-333-222-111 or by email at [dnowak@mail.pl](mailto:dnowak@mail.pl).

Yours faithfully,

Daniel Nowak

Daniel Nowak, MD

*(200 words)*