



# HOW TO WRITE A COVER LETTER



## HEADING

- Postal address
- Email address
- Website
- Telephone numbers
- Date on which the letter was written
- Subject line



## GREETING

- To whom it may concern
- Dear Sir/Madam

- Dear Mr./Mrs. (name)
- Dear hiring manager

## INTRODUCTION

- At present, I am studying at.....
- At the moment, I am working for.....
- For the last 5 years, I have been working in the position of.....
- My current job title is....

## REASON FOR WRITING

- I am writing in response to an advertisement which was placed in.....
- I am enquiring as to whether you currently have any positions in the area of.....
- I am writing to apply for the position of....

## EDUCATION AND PREVIOUS EXPERIENCE

- I have experience in.....and have worked at.....for the last.....years.
- My education includes a degree from XY university.
- I have been studying (subject) for 3 years.
- I am a native English speaker and have ample knowledge of Spanish and Chinese.

## WHAT MAKES YOU IDEAL FOR THIS POSITION?

- I am a driven and ambitious person who is keen to learn new skills.
- I believe I am the best choice for this position as I have a lot of experience in my previous role.
- I feel that I am the most suitable candidate for this job because of my ambition and drive to make a change.
- I am excited to have the opportunity to be able to work with a reputable company like yours.

## CLOSING STATEMENT

- Thank you for taking the time to read through my application.
- Please contact me at any time should you wish to arrange a meeting.
- Please do not hesitate to contact me for any further information.
- I appreciate your consideration for this application and look forward to hearing from you.

## SIGN OFF

- Regards
- Kind regards

- Sincerely
- Respectfully

# Cover Letter Guide Tutorial

**Leonard Mogel**



## Cover Letter Guide Tutorial:

**The Guide to Basic Cover Letter Writing** Public Library Association, Editors of VGM, 2003-09-22 A solid well written cover letter is crucial to getting a job interview Written under the auspices of the Job and Career Information Services Committee of the Public Library Association a group of librarians with many years of collective experience in researching and providing job assistance information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies *The Videomaker Guide to Video Production* Videomaker, 2013-06-26 From the editors of Videomaker Magazine comes this new edition that you have been waiting for The Videomaker Guide Digital Video fourth edition provides information on all of the latest cutting edge tools and techniques necessary to help you shoot and edit video like the pro s Learn about equipment lighting editing audio high definition and all aspects of video from the leading experts on videography **Vault Guide to Resumes, Cover Letters & Interviews**, 2001 Professional career guide from the Vault Career Library uniquely combining all three areas of job searching and interviewing **Leadership, Education, and Training** United States. Army. Junior ROTC., 2005 **The Guide to Basic Cover Letter Writing** Steven Provenzano, 1995 Sooner or later you ll want to apply for a job and you know you won t be the only one applying To make your qualifications stand out front the crowd you have to know how to present them There s no better way to match your sales pitch to your reader s interests than with a great cover letter A cover letter gives yourself a chance to focus on your strongest points It lets you tell more about yourself than a resume can And it lets you say it straight to your reader one on one *Instructors Manual with Video Guide* James V. Dupree, Stephen Robbins, David DeCenzo, 2000-06 **Video Rating Guide for Libraries**, 1995 *Educators Guide to Free Guidance Materials* Educators Progress Service, 2005-08 [How to Prepare Evaluative Guides to Job Training Programs](#) Gregg B. Jackson, 1981 **National Guide to Educational Credit for Training Programs 2004-2005** Jo Ann Robinson, Troy Polite, Nancy Musick, 2004 For more than 25 years this guide has been the trusted source of information on thousands of educational courses offered by business labor unions schools training suppliers professional and voluntary associations and government agencies These courses provide academic credit to students for learning acquired at such organizations as AT T Citigroup Delta Air Lines General Motors University NETg and Walt Disney World Resort Each entry in the comprehensive INational Guide R provides L L DBL Course title L DBL Location of all sites where the course is offered L DBL Length in hours days or weeks L DBL Period during which the credit recommendation applies L DBL Purpose for which the credit was designed L DBL Learning outcomes L DBL Teaching methods materials and major subject areas covered L DBL College credit recommendations offered in four categories by level of degrees and expressed in semester hours and subject areas s in which credit is applicable L L The introductory section includes ACE Transcript Service information For more than 25 years this guide has been the trusted source of information on

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**Guidelines** Ohio Arts Council, 1982

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