



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

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