

7 - Cover Letter

- A formal document sent along with a resume or CV to apply for a job
- It introduces the applicant to the employer and highlights the skills and experience

Structure

[Applicant's Name]

[Address]

[Phone Number]

[E-mail]

[Date]

[Hiring Manager's Name](if available)

[Position]

[Company Name]

[Company Address]

[Salutation]

Dear Hiring Manager/ Team/ Authority/ Name(if available)

[Introduction] (1 - 3 sentence)

- State the position you're applying for
- State how you found the job advertisement
- Introduce yourself (not mandatory)

[Body] (1 - 3 para)

- Connect your skills and experiences to the desired position
- Write about your achievements
- Express why you are the best fit for the position

[Conclusion]

- Express your enthusiasm for an interview or next steps
- Thank the employers for their time and consideration

[Closing]

Sincerly,
[Full Name]