

# A Cover Letter Sample

Write in this order: <ul style="list-style-type: none"><li>• Your Name</li><li>• Your Address</li><li>• Postal code</li></ul>	Ng Siu Yok Blk 512 Leng Kong Drive #15-745 Singapore 784512	Use 'The Hiring Manager' if you do not know the employer's name.
Date of Letter	12 December 2005	
<ul style="list-style-type: none"><li>• Employer's Name</li><li>• Employer's Job Title</li><li>• Company Name</li><li>• Company Address</li><li>• Postal Code</li></ul>	Ms Lily Tan Managing Director Investment Bank Private Limited 101 Cecil Street Singapore 069533	Address the employer if you know his/her surname. Otherwise, refer them as 'Dear Sir/Madam'.
Subject Heading	Dear Ms Tan,	
Explain why you are writing. Name the position that you are applying for and state where you have heard about the job opening.	<b>APPLICATION FOR THE POST OF JUNIOR ANALYST</b>	
Highlight your skills related to the job that you are applying for and explain how you will value add to the company.	<p>I am expecting to graduate with 2<sup>nd</sup> class honours bachelor's degree in economics. I am looking for a full-time position in the investment banking field. I am extremely interested to apply for the position of Junior Analyst at Investment Bank, which was advertised on The Straits Times on 10 December 2005. The investing history of The Investment Bank, especially its stability during the 1980s junk bond and leveraged buyouts (LBO) craze, was the subject of my project work.</p> <p>I feel I have much to offer to The Investment Bank's drive to involve a younger generation of investors. As the founder of the Investment Club, I managed the capital of 5 peers and made a 7 percent annual return over a three-year period, and raised the amount of capital from an initial \$8,000 to \$48,000 in my senior year, all the while maintaining a 3.8 average in my field. I want to apply that vision and multitasking ability at The Investment Bank.</p>	
Highlight to the employer what you can do for them; your passion in the industry/ role.	<p>The Investment Bank is my first choice for my entry into the professional arena. I strongly believe that my employment would be highly beneficial to The Investment Bank as well. Charles Anderson once said in his 1962 commencement speech at Brown University, "There is no more sound investment than youth".</p>	
Request for an interview with the employer at his/ her convenience.	<p>Thank you very much for your time and consideration, I look forward to discussing with you the ways I can contribute to The Investment Bank's future. I am contactable at (+65) 2338 0981 / siuyok@gmail.com.</p>	Include phone number and email address
Do not forget to sign the letter.	Yours sincerely,  Siu Yok	Closing the Letter
Inform the employer that your resume is enclosed.	Enclosed is my resume and a <u>Letter of Eligibility for Employment Pass</u> for your reference.	Note: Use 'Yours sincerely', if you know the employer's name.  Otherwise, use 'Yours faithfully', if you do not know the employer's name.

Always check for SPELLING ERRORS or get someone else to check it.