STRUCTURE OF A LETTER / NA EMAIL IN ENGLISH

DEAR SIR/MADAM

TO WHOM IT MAY CONCERN YOURS FAITHFULLY

DEAR MR JOHN SMITH

DEAR MS JANE SMITH YOURS SINCERELY

YOURS

BEST REGARDS

KIND REGARDS

1st PARAGRAPH – REFER TO THE REASON / TOPIC / DOC

I would like to be considered for the position of… as advertised on…

2nd PARAGRAPH – CONTEXT – DETAILS

As you can read from the CV I am attaching to this letter, I/ my…

3rd PARAGRAPH – WHAT DO YOU WANT THE RECEIVER TO DO

I am available for an interview according to your…

Looking forward to an interview.

Write a 2 paragraph cover letter for a Web Developer with little experience transitioning / coming from … … area/ industry