

## **Cover Letter**

An effective Cover Letter should include:

1. Start by listing your name and address.
2. Include the date.
3. List the recipient's name and address.
4. Open with an introduction.
5. Include an opening paragraph about your intent to apply.
6. Write a second paragraph about your background.
7. Focus on another reason why you are qualified in the next paragraph.
8. Conclude with reasons why you are uniquely qualified.
9. End with your signature.

## **Sample**

### **Example 1: Administrative Assistant**

#### **Job Description**

In this role, you will be supporting managers and other senior-level personnel by managing their calendars, arranging travel, filing expense reports and performing other administrative tasks. Strong interpersonal skills, attention to detail and problem-solving skills will be critical to success. Qualifications:

5+ years of experience providing high-level admin support to diverse teams in a fast-paced environment

High school diploma or equivalent Work Experience

Excellent Microsoft Office skills with an emphasis on Outlook and Excel

Self-motivated and highly organized

Team player who works well with minimal supervision

## **Cover Letter**

Dear Hiring Manager,

I am writing to express my interest in the opening for an administrative assistant at YZ Services Ltd. I am drawn to this opportunity for several reasons.

First, I have a proven track record of success in administrative roles most recently, in my current job as an administrative coordinator. A highlight from my time here was when I proactively stepped in to coordinate a summit for our senior leaders last year. I arranged travel and accommodation for a group of 15 executives from across the company, organized meals and activities, collaborated with our internal events team and ensured that everything ran according to schedule over the two-day summit. Due to the positive feedback I received afterwards, I have been given the responsibility of doubling the number of attendees for the event this year and leading an internal team to get the job done.

I am also attracted to this role because of the growth opportunities that your company provides. The research that I have done on your company's culture shows that there are ample opportunities for self-motivated individuals like me. A high level of organization and attention to detail are second nature to me and I am eager to apply these skills in new and challenging environments.

I look forward to sharing more details of my experience and motivations with you. Thank you for your consideration. Sincerely,

Mark Joseph

## **Software Developer Cover Letter Sample**

**[Full name]**

**[Physical address]**

**[Telephone number]**

**[Email address]**

**[Date]**

Re: Application for the position of software developer

Dear **[recipient's title and last name,]**

I would like to apply for the position of software developer as advertised **[mention where you saw the advertisement.]** I have extensive experience in software design specializing in **[#1**

**software specialty]** and **[#2 software specialty]** that perfectly fit the advertised job requirements.

I received my **[qualification]** from **[institution and location,]** and have **[insert number]** of years in **[software development, software design, IT, or similar.]** In my **[current or previous role]** at **[insert company name]** I **[was/am]** responsible for **[discuss your core responsibilities.]** Most recently, I was **[talk about your major accomplishments in software development or design.]**

I am impressed with **[mention notable characteristics or milestones you appreciate about the company]** and feel that my experience with **[mention specific software skills]** would be of great benefit to **[company name.]**

Please find my resume attached. Feel free to contact me if you have any further questions you would like to discuss.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

**[Your Name]**

## **Follow-up Email.**

### **Six Steps to follow.**

#### 1. Choose the right subject line

Example:

- Thank you for your time, [hiring manager or interviewer's name]
- Questions about [job title]
- Seeking clarification about the interview process
- Thank you for the opportunity!
- Follow-up for [insert position title]
- It was great interacting with you!
- Reyansh Kwatra, Senior Writer Interview, 19/08

#### 2. Open with a greeting

Example:

- Dear Mr [Last name of the hiring manager]
- Good morning, [Last name of the hiring manager]
- Greetings Madam

#### 3. Say thank you to the interviewer

Example: Thank you for talking about the senior content writing role. It was a pleasure talking to you about the role. I want to thank you for your time.

#### 4. Remind them of the value you can bring

Example: I strongly believe that my seven years of content writing experience and proofreading makes me a good fit for the senior content writer's role because I can provide content that resonates with the target audience

## 5. Distinguish yourself from other candidates

Example: I am confident that my background in copywriting and proofreading can help me fill the job requirement and support the company's vision. Please contact me for more samples of my work. I am looking forward to hearing from you.

## 6. Add your signature and contact information

Example: Thank you,

Saanvi Jain

8740641289

saanvi.jain@bbmail.com

## **Examples**

### **Sample 1**

## **Example Of Follow-Up Emails For IT Manager Position**

Subject: Follow-up for IT Manager position with Sumant Electronics

Dear Ms Lal,

Thank you for your time yesterday. I found the meeting very useful and I got to learn more about the company, your work environment and culture. It was a pleasure discussing the opportunity of the IT manager's role. It was excellent speaking with you and I am excited about the opportunity.

I was thinking about what you said regarding the future of data centers. I was actively involved in creating and managing data centers in my last role. I am excited about bringing that skill set to your company.

I am confident that my management background combined with my IT engineering knowledge can enable me to fulfill the need and support of the company. Also, the details you provided about the job description align with what I want to achieve and it would be an honor to join the firm. Please contact me by phone or email if you need any further clarification.

Sincerely

Raman Ahuja

8123678980

raman.ahuja@ccmail.com

## **Sample- 2**

### **Example Of A Follow-Up Email After Phone Interview**

After giving a phone interview, you use the following follow-up email as inspiration

Subject: Thank you for the opportunity, Mr Sood

Dear Mr Sood,

Thank you for taking out time to speak to me regarding the sales executive position. I appreciate learning more about Avveat Pharmaceuticals. It was great to learn that we share the same ideology and principles for selling pharmaceutical sales.

I particularly liked how your company gives the client details about various clinical trials to encourage sales.

I am looking forward to hearing from you in person and discussing the opportunity. I am attaching my resume and cover letter providing details about my work experience.

Best,Smita Sachdeva

9767812456

smita.schdeva@gmail.com

## **Sample- 3**

### **Example Of A Follow-Up Email After Attending An Interview**

Subject: Thank you for the interview process of SEO specialist on 28th September

Dear Mr Kwatra,

Thank you for taking the time to meet on Tuesday 28th September about the role of an SEO specialist. I immensely enjoyed our conversation.

I appreciated the steps your current team is using to increase the website traffic across your client's website. I implemented Whitehat SEO to improve the website's ranking in my current role. As a result, the website traffic increased by 55% within six months.

I want to bring the same enthusiasm to the team. Please contact me by phone or email if you need any further clarification. Sincerely

Rakesh Mehra

8755461278

rakesh.mehra@hmail.com

## **Job acceptance letter**

### **Steps to follow**

1. Review your job offer
2. Add date at the top
3. Include your name and address
4. Include the recipient's name and address
5. Add a subject line
6. Add a salutation
7. Express gratitude for the offer
8. Accept the offer and terms of employment
9. Sign the letter
10. Proofread and format the letter
11. Send the letter within the deadline

### **Template**

From:

[Your Name]  
[Your Address]  
[Your Contact Details]  
[Date]

To:

[Recipient's Name]  
[Recipient's designation]  
[Recipient's Office Address]



Subject: Job Offer Acceptance – [Your Name]

Dear Sir/Madam,

I am in receipt of your offer letter dt. [Date of the offer letter] bearing reference number [Reference number of the offer letter].

Thank you for giving me an opportunity to work in your esteemed organisation. I hereby formally accept the position of [Job title] with [Name of the company]. As discussed in the HR round and mentioned in the offer letter, I also accept the offered annual CTC of Rs.[Amount].

As required by the offer letter, I shall report to work on [start date]. I am excited to start working in this new position and look forward to meeting the team. Feel free to contact me if you need any further information. I have mentioned my mobile number and email ID at the top for your ready reference.

Thank you again for trusting me with this position. I would give my 100% to add value to the team.

Yours Sincerely,  
[Your signature]  
[Your Name]

## **Job Rejection Letter response mail**

Essential steps to include:

1. Thank your interviewers
2. Express your disappointment
3. Show continued interest
4. Ask for feedback

### **Example**

“Dear [Hiring Manager Name],

Thank you for getting back to me about your hiring decision. While I’m disappointed to hear that I was not selected for the [Job Title] position, I greatly appreciate the opportunity to interview for the job and meet some of the members of your team.

I thoroughly enjoyed learning more about your organization and would love to be considered for any future job openings that may become available. If you have a moment to spare, I would be interested to hear any feedback you have regarding my application and interview. I’m sure any details you can provide would be helpful to my job search.

Thank you again for your time and consideration, [Hiring Manager Name]. I hope our paths cross again, and I wish you and the rest of the team at [Company] all the best moving forward.

Sincerely,  
[Full Name]”

## **Job Offer rejection letter**

1. Don't procrastinate when getting back
2. Keep your email simple and to the point
3. Express your appreciation for the offer
4. Provide a reason but don't be specific
5. Consider offering to stay in touch

### **Examples**

#### **Example 1: When you've accepted another job**

Subject line: Job offer – [Your name]

Dear Mr./Ms. [insert last name of hiring manager],

Thank you very much for offering me the role of [insert name of position] with [insert company name]. Though it was a difficult decision, I have accepted a position with another company.

I sincerely enjoyed our conversations and very much appreciate your taking time to interview me over the course of the past few weeks.

Again, thank you for your time and consideration; best wishes in your continued success, and I hope our paths cross again in the future.

Sincerely,  
{Full Name}

#### **Example 2: When the job isn't a good fit**

Subject line: Job offer – [Your name]

Dear Mr./Ms. [insert last name of hiring manager],

Thank you very much for offering me the role of [insert name of position]. However, I have decided that this is not the right fit for my career goals at this time.

I sincerely enjoyed our dialog as well as discussions with your team, and I very much appreciate your taking the time to share information about the role and vision of [insert company name].

Again, thank you for your time and consideration; best wishes in your continued success

Sincerely  
{Full Name}