



Cover Letter

EN2106 – Communication Skills I

Level I - Semester 2

The purpose of a cover letter

When writing a cover letter, you should:

- ✓ mention the job you're applying for
- ✓ mention why you are interested in the job
- ✓ demonstrate that you possess sufficient skills and experience / more than sufficient to fulfill the skills required by the employer
- ✓ encourage the reader to read your resume
- ✓ finish with a call for action (for example, asking for a quick, favourable response).



Writing the cover letter.....

You should also indicate your enthusiasm for the opportunity that is being offered.

1. Why you are interested in working for the organisation.
2. Why you are particularly interested in the job/function.
3. What makes you a strong candidate for the job.



Writing the cover letter.....

- ❑ In Sri Lanka and most other Asian countries, most commonly we use a brief cover letter which contains only a few lines of text and which more or less provides a reference to the CV.
- ❑ In this format, we usually do not repeat or summarize the content of the CV.



Writing the cover letter.....

- ❑ However, there is another format (which is often used in Europe and US) where the cover letter is meant to be a summary of your resume. Even then, it is advised not to make the cover letter exceed one page.
- ❑ This maybe a good format to follow if one has a very lengthy CV and hence it maybe a good idea to summarize it in the cover letter.
- ❑ Use a different cover letter for each job you apply for.



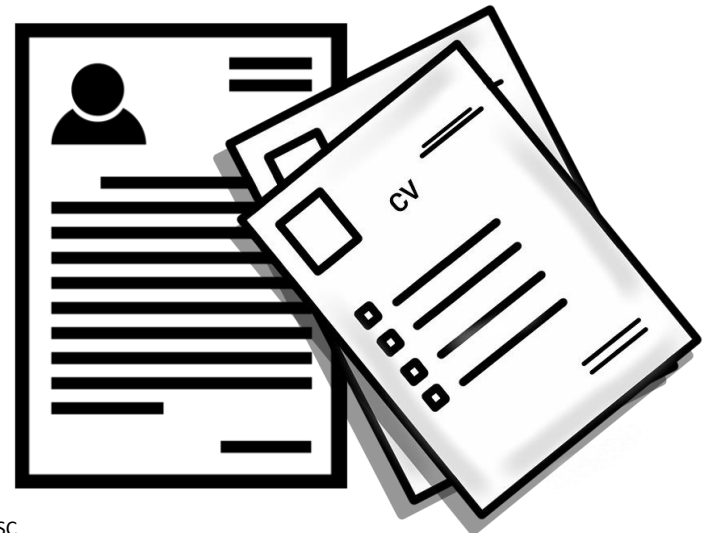
Find out whom to address it to

- ❑ Try not to address your letter 'To whom it may concern'. Find out the name of the person who will read your application. This might take a little effort, but it's worth it.
- ❑ If you find out the person's name, don't use their first name. Use either 'Mr' or 'Ms' and their last name instead.
- ❑ If you are not sure of the gender of the person, the salutation may look like;
- ❑ Dear Sir/Madam,



Cover Letter or Covering Letter?

- A “**covering letter**” is used in UK English, and “**cover letter**” in US English. They mean the same thing.
- However the use of the term, “**covering letter**” seems to be becoming less popular in present, while **cover letter** has become the most popular one.



The End!