

A cover letter is an application letter you attach with your CV/resume. Well, it doesn't replace your CV and it shouldn't contain what is in your CV word for word. However, it should just answer 2 simple questions: why should they hire you? And why should they go ahead and read your CV?

Here are 3 formats for a cover letter:

**Format 1:**

Surname, Firstname Middlename  
Your Address,  
Lagos.  
May 30, 2023.

The Human Resources Manager,  
Company's name,  
Company's address,  
Lagos.

Dear Sir/Ma,

**APPLICATION FOR THE POST OF A \_\_\_\_\_ n**

I am writing to apply for your job application that I found out on \_\_\_\_o\_\_\_\_. \_\_\_\_a\_\_\_\_ is a company I have followed and I have been impressed with \_\_\_\_a\_\_\_\_'s vision of becoming the \_\_\_\_p\_\_\_\_. I am currently a \_\_\_\_e\_\_\_\_ graduate of the \_\_\_\_f\_\_\_\_, who underwent his NYSC at \_\_\_\_d\_\_\_\_.

- n: Please, mention the position/role as it appears on the job advert/application.
- o: Please, mention the job board/website you saw the job advert e.g. LinkedIn OR if it is on the company's website, mention it.
- a: Please, mention the company's name.
- p: Please, mention the company's vision. Please, you would find this on their website.
- e: Please, mention your course of study in school. You can decide to include what you graduated with, but I don't think it's necessary.
- f: Please, mention your university.
- d: Please, mention your NYSC PPA.

The strengths I bring to the company include:

- **\_\_\_\_s\_\_\_\_ skills:** I worked as \_\_\_\_g\_\_\_\_.
- s: Please, give the skills a name. If it's a consultancy job, "s" can be Consultancy skills. If it's a teaching job, "s" can be Teaching skills. Please, just make "s" to be the most important thing about the job.
- g: Please mention your first most relevant experience to the job description/advert e.g. your NYSC experience (if related) OR your Industrial Training/Teaching Practice (IT/TP) experience (if related) OR (your final year project experience (if related) OR any other work experience you have (if related). And tweak this experience to the job description/advert. Remember, make use of words you see on the job advert/description e.g. fast learner, tech-savvy, computer literate, humble, trustworthy, passionate, young.
- **Leadership and Volunteering skills:** In 2022, I served as \_\_\_\_q\_\_\_\_.
- q: Please, mention particular leadership and/or volunteering experience(s) you have, as it's in your CV.
- Please, this section of the cover letter shows that you can give back to the society by being a leader/volunteer.

- **Communication and Teamwork skills:** I worked as a student intern at the \_\_\_h\_\_\_ in my 300/400 Level. At \_\_\_h\_\_\_, I \_\_\_i\_\_\_. I also served as \_\_\_r\_\_\_.

- h: Please, mention where you did your IT/TP.
- i: Please, state something(s) that you did during your IT/TP.
- r: Please, mention any other time you worked in a team and what was your contribution.
- Please, this section of the cover letter shows that you are a team player.

In closing, I had/won \_\_\_l\_\_\_.

- l: Please, mention any awards you have on your CV. If you don't have any awards on your CV, you can skip the statement.

With all these above, I believe I would make an excellent \_\_\_n\_\_\_ for \_\_\_a\_\_\_ and I am excited at the prospect of working at your company.

- n: Please, mention the position/role as it appears on the job advert/application.
- a: Please, mention the company's name.

Should you have any questions, please feel free to contact me.

Yours faithfully,

**Surname, Firstname Middlename**

*alabatemnire@gmail.com*

+234xxxxxxxx

### **Format 2:**

Surname, Firstname Middlename

Your Address,

Lagos.

May 30, 2023.

The Human Resources Manager,

Company's name,

Company's address,

Lagos.

Dear Sir/Ma,

### **APPLICATION FOR THE POST OF A \_\_\_\_\_ n \_\_\_\_\_**

I am writing to express my interest in the \_\_\_a\_\_\_ Graduate Internship programme. I am fascinated by the fact that \_\_\_a\_\_\_ is the world's largest \_\_\_c\_\_\_ company. I recently finished my NYSC at \_\_\_d\_\_\_ and have a degree in \_\_\_e\_\_\_ from the \_\_\_f\_\_\_.

- n: Please, mention the position/role as it appears on the job advert/application.
- a: Please, mention the company's name.
- c: Please, mention what the company produces/supplies/manufactures. You will find this in the job advert OR on the company's website (*their About Us*).
- d: Please, mention your NYSC PPA.
- e: Please, mention your course of study in school. You can decide to include what you graduated with, but I don't think it's necessary.
- f: Please, mention your university.

As a determined achiever who is particular about continuous learning and skill improvement, I have participated as a \_\_\_\_\_g\_\_\_\_\_.

- g: Please mention your first most relevant experience to the job description/advert e.g. your NYSC experience (if related) OR your Industrial Training/Teaching Practice (IT/TP) experience (if related) OR (your final year project experience (if related) OR any other work experience you have (if related). And tweak this experience to the job description/advert. Remember, make use of words you see on the job advert/description e.g. fast learner, tech-savvy, computer literate, humble, trustworthy, passionate, young.

In my 300/400 Level, I was as a student intern at the \_\_\_\_h\_\_\_\_. At \_\_\_\_h\_\_\_\_, I worked on a team that \_\_\_\_i\_\_\_\_.

- h: Please, mention where you did your IT/TP.
- i: Please, state something(s) that you did during your IT/TP.
- Please, this part can show that you are a team player.

In my final year at the university, I worked as an undergraduate research assistant who \_\_\_\_j\_\_\_\_.

- j: Please, state something(s) that you did during your undergraduate research project (if there is any little relationship with the job description/advert).

In addition, I was a member of a \_\_\_\_k\_\_\_\_.

- k: Please, mention any other experience you have that can help you.
- Also, you can use this section to showcase any leadership and/or volunteering experience you have.

As a young professional who \_\_\_\_l\_\_\_\_, I believe I would make an excellent graduate intern at \_\_\_\_a\_\_\_\_ and I am excited at the prospect of working at your company.

- l: Please, mention any awards you have on your CV. If you don't have any awards on your CV, you can skip the statement and just simply say "As a young professional, I believe I would make...."
- a: Please, mention the company's name.

Should you have any questions, please feel free to contact me.

Yours faithfully,

**Surname, Firstname Middlename**

*alabateminiire@gmail.com*

**+234xxxxxxxx**

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### **NB:**

It's possible you go for an interview and you are faced with this assignment:

Please, write a handwritten essay and the topic of the essay is "Why should this slot be given to you?" – 400 words.

I think one way to tackle this is to just write an essay in the format of a cover letter but this essay won't have opening address, company's address and your closing remarks (like yours faithfully).

### **Format 3 "Why should this slot be given to you?":**

My name is Surname, Firstname Middlename, and I am writing to express my interest in the \_\_\_\_a\_\_\_\_ Graduate Internship programme. I am fascinated by the fact that \_\_\_\_a\_\_\_\_ is the world's largest \_\_\_\_c\_\_\_\_ company. I recently finished my NYSC at \_\_\_\_d\_\_\_\_ and have a degree in \_\_\_\_e\_\_\_\_ from the \_\_\_\_f\_\_\_\_.

- n: Please, mention the position/role as it appears on the job advert/application.

- a: Please, mention the company's name.
- c: Please, mention what the company produces/supplies/manufactures. You will find this in the job advert OR on the company's website (*their About Us*).
- d: Please, mention your NYSC PPA.
- e: Please, mention your course of study in school. You can decide to include what you graduated with, but I don't think it's necessary.
- f: Please, mention your university.

I feel this slot should be given to me because I am a determined achiever who is particular about continuous learning and skill improvement. I have participated as a \_\_\_\_\_g\_\_\_\_\_.

- g: Please mention your first most relevant experience to the job description/advert e.g. your NYSC experience (if related) OR your Industrial Training/Teaching Practice (IT/TP) experience (if related) OR (your final year project experience (if related) OR any other work experience you have (if related)). And tweak this experience to the job description/advert. Remember, make use of words you see on the job advert/description e.g. fast learner, tech-savvy, computer literate, humble, trustworthy, passionate, young.

In my 300/400 Level, I was as a student intern at the \_\_\_\_\_h\_\_\_\_. At \_\_\_\_\_h\_\_\_\_, I worked on a team that \_\_\_\_\_i\_\_\_\_\_.

- h: Please, mention where you did your IT/TP.
- i: Please, state something(s) that you did during your IT/TP.
- Please, this part can show that you are a team player.

In my final year at the university, I worked as an undergraduate research assistant who \_\_\_\_\_j\_\_\_\_\_.

- j: Please, state something(s) that you did during your undergraduate research project (if there is any little relationship with the job description/advert).

In addition, I was a member of a \_\_\_\_\_k\_\_\_\_\_.

- k: Please, mention any other experience you have that can help you.
- Also, you can use this section to showcase any leadership and/or volunteering experience you have.

Finally, I feel this slot should be given to me because as a young professional who \_\_\_\_\_l\_\_\_\_\_, I believe I would make an excellent graduate intern at \_\_\_\_\_a\_\_\_\_\_ and I am excited at the prospect of working at your company.

- l: Please, mention any awards you have on your CV. If you don't have any awards on your CV, you can skip the statement and just simply say "Finally, I feel this slot should be given to me because as a young professional, I believe I would make...."
- a: Please, mention the company's name.

Thank you very much.

- It's very fine to end the essay with "Thank you very much."
- Also, since what was mentioned was 400 words, since its handwritten, you can make 2 assumptions. A) You write 10 words per line, so that would be  $400/10 = 40$  lines. B) You write 8 words per line, so that would be  $400/8 = 50$  lines. So, you should have an essay between 40-50 lines for a 400 words essay.