COVER LETTER是简历天然的伴侣。

cover letter是规范的一个简短介绍。用最短的话来告诉对方关键信息：

你是谁，要做什么，为什么要做这个事情。

它给雇主一个快速的参考，尤其是你的简历是很通用的简历，没有专门为申请的公司裁剪的时候，COVER LETTER 可以起很大的作用。 下面是比较规范和优秀的语句在cover letter中的运用。

**Cover Letter Part I,**

My background and experience are just what you need. Please allow me to show you what I could bring to [company name].

My attached resume outlines all that I could offer your organization. Here's the overview:

I strongly believe that I am a good fit for your company and would love the opportunity to become a valued member of your team.

In today's economy, there's no time to waste on workers who lack the necessary skills and motivation. I've got what you need.

I'm confident that I am the employee you are seeking because I have all of the qualifications outlined in your job posting.

Please take a look at my attached resume for a detailed look at my skills and experience. Here's a snapshot of what I have to offer:

My attached resume shows the highlights from my years of professional experience.

The attached resume details my extensive experience and training. If you choose to interview and hire me, you will not be disappointed.

My professional background has equipped with me solid practical skills combined with a deep understanding of [industry].

The attached resume shows that I have the background and experience our industry demands and [company name] needs.

The depth of experience I can offer will contribute to your leading industry position. I'd love the opportunity to help take [company name] to the top of the field.

Your needs and my talents are a perfect match. Here's how:

Are you ready to hire a proven professional who can add immediate value to your organization? If so, I'm your pick.

Of the many who will respond to your job ad posting, I am confident that few will be as qualified as I am. If you take a moment to review my qualifications, I'm sure you'll agree.

As a huge fan of [company name], I was really excited to see this posting for a [job title]. I feel like I'm a great match for the job and a great fit with your organization.

My broad-ranging skills make me a natural for this position. Here are some of my skill highlights:

My resume will show you that I am the best candidate for your open [job title] position.

I am responding to your ad because I feel that I can offer [company name] a valuable mix of enthusiasm and proficiency.

I believe that I have the characteristics that [company name] needs and deserves.

I honestly believe that this job is what I was meant to do. It's the perfect match for my skills, experience, and interests.

What a thrill it would be to work for your team! I would be so proud to tell people that I am a part of the [company name] team.

In this tough economy, you don't have time or money to burn. Hiring me will give you an immediate return on your investment.

Your ad called out to me because the position, as described, is such a perfect match with my skills, as you will see when you review my resume.

**Part II,**

At my previous position as [Job Title] at [Company Name], I [enter relevant job responsibilities]. My [enter major accomplishment] led to [enter positive result]. If [Company Name] seeks an experienced [Job Title], I am the right fit for the position.

As a [job title] for my previous employer, [company name], I [enter major job accomplishment]. My skills are current and I am up-to-date on the latest in the industry. My priority is to guarantee that [enter job duty] is done efficiently.

I have [number] years of [enter type of experience] experience. In my last position as [Job Title] at [Company Name] I was responsible for [enter job responsibilities]. One highlight from my last job was [enter accomplishment] which resulted in [enter positive result].

At my previous position as [Job Title] at [Company Name], I [enter relevant job responsibilities]. My [enter major accomplishment] led to [enter positive result]. If [Company Name] seeks an experienced [Job Title], I am the right fit for the position.

My relevant qualifications include my [Degree] in [Major]. Most recently I worked as [Job Title] for [Company Name]. In this role, I was responsible for [enter core job responsibilities]. Here I refined my [enter relevant skill #1] and [enter relevant skill #2] skills. With these skills and qualifications, I believe I would be a great addition to your organization.

I have [number] years of experience as a [Job Title]. In my last position as [Job Title] for [Company Name], I was responsible for [enter relevant job responsibility]. Through my diligence, I [enter major accomplishment].

My educational background has given me a solid understanding of [enter industry]. And my on-the-job training has given me the opportunity to [enter job duties]. I am eager to apply my training as [Job Title] for [Company Name].

With my background in [Career Field], I feel I would be a good fit with [Company Name]. For the past [number of years] years I have worked at [Previous Company], where I achieved several goals, including:

I have a strong working knowledge of the [enter industry] industry. At [Company Name], I [enter major accomplishment]. As [Job Title], I was responsible for [enter relevant job responsibilities]. I'm always happy to roll up my sleeves to get the job done.

I've trained and studied to pursue the position of [job title]. I have so much to offer [company name]. Beyond my enthusiasm and dedication, I also have a background in [enter areas of expertise].

As a [Job Title] for [Company], I was responsible for [enter job duties]. My main task was to [enter main area of job focus].

My previous experience working as [Job Title] for [Company Name], gave me [enter type of relevant experience] experience. I have an excellent track record of [enter major job accomplishments]. My expertise in [enter other relevant skills] make me a great addition to your team.

My [degree] in [major] along with [number] years of work experience in [enter industry type] has prepared me to be a successful [job title]. Once you have reviewed my qualifications, I'd love to tell you more about my background.

During my [number] years of experience, I have honed the skills necessary to succeed in this position. I am familiar with [job duty or industry] and proficient with [equipment or software]. In my last position as [Job Title] for [Previous Company], I [enter job-related accomplishment].