

**COVER
LETTER**



What is a Cover Letter?

- **A single-page letter that you include with your job application.**
- **You should always include a cover letter, unless the job advertisement clearly says not to.**

What is the purpose of writing it ?

- **To introduce yourself**
- **To mention the job (or kind of job) you're applying for (or looking for)**
- **To show that your skills and experience match the skills and experience needed to do the job**
- **To encourage the reader to read your resume**
- **To finish with a call to action (for example, asking for an interview or a meeting).**

Do's of writing a Cover Letter

- Keep it short. A cover letter is meant to be a summary of your resume, so don't write more than one page.
- Use a different cover letter for each job you apply for. Your cover letter needs to show that you know what the job involves, and what the employer is looking for.
- Be specific about your skills and qualities. You also need to show how they match the needs of the job or the organisation.
- Ask them to contact you

How to make your cover letter specific

- **Find out who to address it to**
- **Find out more about the job**
- **Find out more about the company**

What to include in your cover letter

- **Your name and contact details**
- **Their name and contact details**
- **The name of the job you're going for**
- **A list of your relevant skills**
- **A summary of why you're right for the job**

The Format (email)

Dear Mr. /Ms. Last name (Salutation)

Paragraph 1 Opening- (Source of information + Reason for applying)

Paragraph 2(Your qualifications + experience + any other relevant info)

Paragraph 3 (Cojoin your qualifications with company needs)

Looking forward to meeting you soon for a personal interview

Best Regards/Yours Sincerely

Full name (without the prefix)

Address

Contact details

The Format (Cover Letter)

Your Name, address, contact details

Date

Receiver's name, address, contact details

Subject: Application for the post of “Trainee – Software Development (ST56T)”

Dear Mr. /Ms. Last name (Salutation)

Paragraph 1 Opening- (Source of information + Reason for applying)

Paragraph 2(Your qualifications + experience + any other relevant info)

Paragraph 3 (Cojoin your qualifications with company needs)

Looking forward to meeting you soon for a personal interview

Best Regards/Yours Sincerely

Full name (without the prefix)

The Writing Process...

- Plan – What to write
- Organise – Your thoughts
- Draft – Put the thoughts into words
- Revise – Must include 7 Cs
- Edit – For spellings and other grammatical mistakes

What not to include in your cover letter

- **Typos or mistakes**
- **Including your whole resume in your cover letter**
- **Using 'I' too much**
- **Don't mention your other job applications**

SITUATION

Write a cover letter to the HR Manager of WebTech Ltd., Mr. Vinay Sharma, applying for the post of Software Developer, in response to an advertisement published in The Times of India. Sign yourself as Megha Gupta.

SOLUTION

Megha Gupta
1284, Sector 37, Faridabad
Haryana – 121001
Mobile: +910000000000
Email: megha@gmail.com

Dated: February 14, 2021

Mr. Vinay Sharma
Manager – HR
WebTech Ltd.
Address with Pincode

Subject: Application for the post of “ Software Developer (SDG – 07)”

Dear Mr. Sharma

In response to your advertisement in The times of India dated February 01, 2021 for the post of “Software Developer(SDG -07)”, I present my candidature as I feel that my qualification and experience match with your requirements. Please find my CV attached with this application

I am a Computer Science Graduate from Manav Rachna College of Engineering, having a CGPA of 9.6. During my Internship with Oracle, I worked on developing an E learning portal using .NET as the language and SQL as the database. In addition, I have an OCJP certification and am currently pursuing a course in Databases from Oracle.

I am sure that my learning's from my internship are in the same expertise area as desired by you. I may assure you that my experience in coding and databases coupled with my strengths like Integrity, Learning agility, Out of the box thinking and analytical skills will help me hit the road with very little handholding. I would also like to share that I am open to relocation and I am available to join from the first week of June, 2021.

I look forward to meeting you soon for a personal interview

Thank you for your time and consideration
Best Regards/ Yours Sincerely
Megha Gupta