

How To Write A Cover Letter

The cover letter allows you to tailor your application to a specific job.

Purpose :

Your cover letter and resume usually provide all the information which a prospective employer will use to decide whether or not you will reach the next phase in the application process : the interview.

While your goal is an interview and ultimately, a job offer, the more immediate purpose of your cover letter in some cases may simply be to gain an attentive audience for your resume.

A cover letter provides an opportunity to let your prospective employer hear your voice. It reflects your personality, your attention to detail, your communication skills, your enthusiasm, your intellect, and your specific interest in the company to which you are sending the letter.

Therefore cover letters should be tailored to each specific company you are applying to.

Content :

The letter should name the position for which you are applying and also make specific reference to the company. Indicate your knowledge of and interest in the work the company is currently doing, and your qualification for the position.

In your letter :

- highlight the most important and relevant accomplishments, skills and experience listed in your resume
- point to the resume in some way
- request specific follow-up, such as an interview

Format :

A cover letter should be in paragraph form, with a conversational, though formal, tone.

The first paragraph should be brief, perhaps 2 or 3 sentences, stating :

- what job you are applying for and how you learned about it.
- any personal contacts you have in or with the company
- your general qualifications for the job

The body of your letter should consist of one to three longer paragraphs in which you expand upon your qualifications for the position. Discuss your qualifications in detail, demonstrate how your background and experience qualify you for the job. be as specific as possible, and refer the reader to your resume for additional details.

In the closing paragraph, offer specific suggestions about how and when an interview can take place.

Here are examples of expressions you can use in your letter :

First paragraph :

- Your advertisement for computer engineers in the June issue of... caught my attention. I was drawn to the ad by my strong interest in both.... and
- I am writing to apply for the position of which you advertised on your website last week.
- I noted with interest your ad for a ... in The Times, 24 June 2015
- I am responding to your job posting for an R & D scientist.
- As a third year Computer Engineering student at Ensimag, I believe that my qualifications and experiences are an excellent match for your stated requirements.
- I was referred to you by Mr X, a partner with your Oakville office / with Apple.
- Fascinated by ..., I am excited about the opportunity to work on a technology that will offer exciting possibilities in ..
- I am excited by the prospect of becoming involved in such a project
- I have a keen interest in..
- I have always had a strong interest in ... engineering and I am very excited about the opportunity to work on a multidisciplinary project that involves ...

Second paragraph :

Academic background :

- I am a fast and dedicated learner, as proven by my excellent academic records.
- I will be receiving my engineering degree this June from .. (name of the university), graduating Magna Cum Laude.
- as proven by my strong academic records ..
- My excellent marks in X classes demonstrate my ability in ...
- I am presently pursuing a master's degree in at... (name of the university)
- Because I am currently enrolled in a ... class, I expect myself to be proficient in by the end of the year.
- My average in courses demonstrates my aptitude and passion for mathematics. Meanwhile, my average in courses indicates my familiarity with programming techniques and my ability in research.

Experience :

- With my background and experience(s), I am well positioned to take on the technical challenges your company offers.
- I have extensive experience in many related fields
- I have substantial experience in Because of this experience, I can make a direct and immediate contribution to your department.
- I have more than two years of engineering experience, including interning as a ... last year.
- I feel that it is important for me to maintain a practical, real-world perspective while developing my academic abilities.
- I am proud of the fact that I have financed my entire education through scholarships and summer jobs related to my field of study. This work experience has enhanced my appreciation for the education I am pursuing. I find that I learn as much from my summer jobs as I do from my academic studies.
- Having interned with a leading firm in the ... field, I understand the level of professionalism and communication required for long-term success in the field.
- to acquire hands-on experience on ..
- I gained a great deal of practical experience in the field of
- When I returned to school and took ..., I found that my experience with Google had thoroughly prepared me for the subject.
- I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to your company.
- My background and professional approach to ... will provide your office / company with a highly productive ... upon completion of your project.

Skills :

- I have enclosed a copy of my resume, which details my qualifications and suggests how I might be of service to
- I acquired valuable skills and knowledge in ...
- I had exposure to computer modeling and simulation using Matlab etc

- I learnt the importance of being creative and analyzing problems from different perspectives.
- I improved my interpersonal and project-management skills
- I feel that my strong interpersonal and technical skills prepare me well for a challenging position such as this.
- By doing ..., I have developed excellent communication and project-management skills in

the team-working environment.

- I work well in a team
- I am a strong team player but I also work independently
- I am not afraid to tackle new projects
- I always enjoy new challenges

Third paragraph:

- I would like very much to meet with you to discuss your open positions for computer engineers
- I welcome the opportunity to discuss with you how I might best assist your company in fulfilling its present corporate needs.
- I appreciate the time you have taken to review my enclosed resume and I look forward to meeting with you for a personal interview.
- I will be in the Toronto area the week of June 5th. Please call me at ... to arrange a convenient time when we may further discuss my background in relation to your needs. If I have not heard from you by May 20th, I will contact your office to inquire as to a potential meeting date and time. I look forward to meeting you then.
- If you wish to arrange an interview, please contact me at the above address or by telephone at
- I would be grateful if you could take my application into consideration and contact me for an interview at your convenience.
- I thank you for your attention and am looking forward to hearing from you.
- I will be available for employment from March 12th (to June 5th).

Sources :

www.collegegrad.com/jobsearch/ / Best-College-Cover-Letters/Sample-Cover-Letter/
www.renselaer.edu/web/writingcenter/cover_letter.html
www.sciencecoop.ubc.ca/info/covlet_enphys.html

