

Cover Letter Class 20

Department of English and Foreign Languages
SRM Institute of Science and Technology

Objectives

- will learn to introduce in a brief note yourself to the Perspective employer
- will learn how to highlight some of the key aspects about oneself which are relevant for the job.
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Preparation

- Just like any other business letter
- In the introductory para state how do you came to know (Ref)
- Convey your interest in securing the job
- State briefly your educational qualification and work experience
- Highlight any key point relevant, will provide a high opinion on you
- Request for the personal interview

Name and Address

- Raghuveer S
 - 14, Prakriti Apartments
 - Ashok Nagar
 - Lucknow- 226001
 - Utter Pradesh
 - Mail:
 - Phone:
- Don't write the words From and To and the word no for door no.
 - No comma or full stop
 - Date should be properly written
 - Proper spacing
 -

Date: 26 November 2020/ November 26,2020

The Personnel Manager

Ford India Ltd

24, Industrial Estate

MaraiMalai Nagar

Chennai 603203

Salutation / Reference /Subject

- Dear Sir, / Sir (No Respected Sir)
- Subject: Application for the post of Production Engineer
- Ref: Your advertisement in “The Hindu” dated 23 November 2020
- I would like to apply for the post of Production Engineer in your organisation as advertised in the Hindu on 23 November 2020. I have a Master’s degree in Automobile Engineering from IIT Karagpur.

Cont..

- I have acquired 5 years of excellent service in other reputed organisations like Mahindra and Mahindra where I have learnt all the nuances of Production and other managerial skills which moulded me suitable for the dream job which I am looking for. I believe this will be of value in the capacity advertised.
- Please find enclosed resume with details of my education, experience and other relevant skills. I hope you can provide me with an opportunity to explain and expose my credentials and interests required for the position in a personal interview
- I will look forward to hearing from you.

Complimentary close, Superscription and Enclosures

- Yours faithfully
 - Raghuveer. S
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- Enclosures:
 - 1. Resume
 - 2. Degree Certificate
 - 3. Experience certificate

Sample cover letter

Ankita Ghosh _____ → The place you are writing from
55 Tollygunge _____
Kolkata _____
23 March 2016 _____ → Date
The Manager _____
Human Resources Department _____ → The name, designation and address of the person you are writing to
JKL Technologies _____

Dear Sir/Madam, _____ → You can put in their name here in place of Sir/Madam

Sub: Applying for the post of Data Entry Assistant with reference to the advertisement in *Hindustan News*, dated 10 March 2016. → The subject line helps the reader to know what the letter is about immediately

I am writing in response to your advertisement for the post of Data Entry Assistant. After carefully reviewing the requirements in the job description, I feel that I am a suitable candidate for the job. I have held several data entry positions that entailed inputting customer requests and enquiries and tracking codes of products. I have also performed administrative duties, including copying and faxing documents, answering the phone, transferring data, web research and reporting to the immediate supervisor. → Explain why you are suitable for the job

I feel that I can add professionalism and accuracy to your current team. With extensive experience in supporting all levels of a department and working directly with external vendors, I feel that I can complete projects on time and under minimal supervision. → Conclude by mentioning your key strengths as per the job requirements

If you feel that there is a mutual interest, I would welcome the opportunity to meet with you to learn more about your company, the requirements of the position and whether my qualifications would be a good fit.

Thank you in advance for your time and consideration. I look forward to hearing from you soon. → Thank the reader

Yours faithfully, _____ → Sign off in a formal manner
Ankita Ghosh _____

Enclosure: Résumé

Thank you