

Purpose of the Cover Letter

A good CV should be accompanied by a cover letter. Your letter should be a summary of what makes you right for the job. The objective is to capture the reader in order to encourage them to look at your resume. Always address your letter to the intended recipient. This shows you are paying attention to detail and not using a generic cover letter to send to several people.

- Use simple language and sentence structure.
- Don't overcomplicate your letter by using confusing words.
- Be clear and concise.
- Keep your letter brief. This is your opportunity to persuade the reader to look further.
- Answer the question "why should I hire you?" in the letter.
- Don't leave the person wondering what you have to offer.
- Clearly state the reasons you're right for the job.

Headings

The heading should begin with your name, address, phone number and today's date. Skip two lines then continue with your greeting. Your greeting should always begin with "Dear" and then the full name. Avoid using "Dear Gentlemen/Sir," or "To Whom It May Concern,". Continue with company's name, phone number and address.

Paragraph 1:

Explain to the reader why you are writing to them. This paragraph should be powerful to grab the reader and make them want to read on. Start with your purpose for writing the cover letter and include the name of the position you are applying for and what makes you the best candidate for this position.

Paragraph 2

Provide your qualifications for the position. Give the details about your skills and accomplishments. It's perfectly acceptable to use this paragraph to explain why you're right for the job. Mention your interest and knowledge in the industry in which you are applying for.

Paragraph 3

Describe your experiences of how you received and grew your skills, mentioning specific places you worked and positions you held. Follow with your availability for an interview. Next, explain when you will be contacting them to discuss, thank them for their time.

Closing

End your letter with one of these standard closings like Regards, Sincerely, Sincerely yours, Yours sincerely. Skip four or five lines, print your name, and sign.

Formatting

- Cover Letter should be in a standard font. Example: Times New Roman 12 point
- Use italics only to highlight.
- Do not underline and bold the same text.
- Length is maximum one-page.

There is an example covering letter shown below

Sample Cover Letter

Richard Anderson,
1234, West 67 Street,
Carlisle, MA 01741,
(123)-456 7890.
Date: 1st May, 2005.

Mr. John Smith,
National Chips Inc.,
257, Park Avenue South,
New York, NY 12345-6789.

Dear Mr. Smith,

I am writing to introduce myself to you as a PhD student of International School of Technology (ISTech.). I'm responding to your advertisement in the local Employment News for want of a design engineer for your model design department.

As you can see in the enclosed resume, I have a very strong academic background in designing combined with over five years work experience in the same. My recent internship at Major Chips Inc., New York, allowed me to further develop and strengthen my technical skills. I have good hands on packages like Matlab, Cadence, Synopsis, SPICE, Magic, IRSIM, Altera Max Plus II, Protel and LabView. I believe that I could make a significant and valuable contribution in your firm.

I would appreciate the opportunity to discuss how my education and experience will be helpful to you. I will be contacting you tomorrow morning on phone to talk about the possibility of arranging an interview. Thank you for your time and consideration.

Sincerely,

Richard Anderson,
PhD. Student, Electrical Dept.,
ISTech., Manhattan.

Works Cited

McGill. 23 January 2009. "C.V. Writing Guide". 09 March 2009. <[www.mcgill.ca/caps/students/job-search/cv/ - 18k](http://www.mcgill.ca/caps/students/job-search/cv/-18k)>.

Job Search Guide. "Who Needs a Cover Letter". 29 November 2008 Job Star Center. 09 March 2009. <<http://jobstar.org/tools/resume/cletters.php>>.

Sample Cover Letter taken from www.bestcoverletters.com in March 2009 as a succinct resource. It is available on the internet. For more Cover Letter samples visit the web site.