

cover letter

⇒ present yourself, state in what ways you are suited for the position you are applying for, show that you have profound knowledge of the company and/or job and express real interest in

Many employers only spend thirty seconds reading each job application, so your cover letter needs to be convincing in order to get the reader's attention and make them want to learn more about you. However, do not try to be funny. If your potential employer does not share your sense of humor, this might backfire. Show a genuine interest in the company, but do not flatter - you will only sound insincere.

1. **Why are you suitable for the job?** Describe the skills you have and the qualifications that specifically apply to the job or placement. If qualifications are mentioned in an ad, make sure you refer to them.
2. Briefly **state the job or placement for which you are applying**, where you saw the job advertised and who you are. Keep it short and to the point.
3. **Restate your interest in the job** and say why you are the right person for the job (in one sentence!). Request action, so show that you are happy to come for an interview and say that you are looking forward to hearing from them. Mention that your résumé is enclosed.
4. **What can you do for the company** (not what the company can do for you)? Outline a relevant career goal and expand on the most relevant points in your résumé.

source: Green Line Oberstufe, Stuttgart: Klett, 2015, S. 166.

Ready to go?

Remember that both the cover letter and the résumé follow the rules of a formal letter (→formal

cover letter

job application

opening

To Whom It May Concern, / Dear Sir or Madam,
Dear Mr. O'Brien,

reason for writing

I am writing to express my interest in the position of ...
I wish to apply for the position of ...
I am writing in response to your advertisement for ...
I am writing to enquire as to whether there are any vacancies ...

introducing yourself

I am currently working as a ... / I am currently studying ...
At present, I am working for xxx where I am responsible for ...
I have been working in my current position for the past (time).

talking about your education & experience

I graduated from ABC University with a degree/master's degree in ...
The nature of my studies has prepared me well for a position such as this one.
As you can see from my CV, I have worked ... and gained experience ...
My mother tongue is English and I am fluent in both French and German.

why you are the best for this position

I feel I am suitable for this role as I have a great deal of experience in ...
I consider myself to be a friendly, efficient and enthusiastic worker.
I believe I would be the ideal candidate based on the fact that I ...
I am very keen to work for an ambitious company such as yours.

closing comments

Thank you for taking time to consider my application.
I am available for contact and/or interview at any time.
If you wish to contact me, you can do so on +353 86020 ...
Should you require further information, do not hesitate to contact me.
Please find CV attached (emails) / enclosed (letters).

signing off

I look forward to hearing from you.
Yours sincerely, (if you know the name 'Dear Mr. O'Brien')
Yours faithfully, (if you are writing to 'Dear Sir or Madam')



CORK ENGLISH TEACHER



<https://www.fluentland.com/groups/learn-english/forum/topic/cover-letter-in-english/>

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