**Lesson4. The cover letter**

A cover letter or covering letter always complements a CV and must provide new information. It is a very personal document that should distinguish you from other candidates.

The ideal length of a cover letter is one page at most.

**Tips:**

1. Try to find out the name of the person hiring and address your cover letter to them.

2. Start with a clear statement about who you are and the role you are applying for.

3. Then give information about your current work (or studies if you are still a student).

4. Mention how and why this experience is suited to the new company and role, including any transferable skills (= things you have learned that you will take with you to future jobs).

5. End with a closing statement that suggests further contact.

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**STRUCTURE OF THE LETTER:From Top to Bottom**

1. **The Sender’s name and address (including telephone and e-mail)**
2. **The Date**
3. **The Receiver’s name and address**
4. **The Salutation :** Dear Mr./ Mrs. / Ms + surname or Dear Sir/ Madam if you do not know the name.
5. **The Body of the letter :** Your opening and skills paragraphs, your ‘sales arguments’
6. **The opening paragraph:** Identify the job you are seeking (referenced in the announcement) and show your interest in the position.

**Eg.** 1 saw your advertisement for the above post in

1. **The skills paragraphs :** ( see example in course)

 **Paragraph 1**: deals with technical skills acquired through education and experience.

 **Paragraph 2**: deals with people skills.

 **Paragraph 3:** deals about the company and why applying to them.

1. **The Closing:** Politely expressing expectation for reply.

- I hope to be hearing from you soon.

 - Looking forward to your response.

 - I look forward to meeting you.

1. **The Complimentary Closing :**  way of saying goodbye in one or two words:
* Regards,
* Best regards,
* Sincerely,
* Yours sincerely (UK) / Sincerely yours (USA),
* Yours faithfully ( if you don’t know the recipient’s name)
1. **Your Signature:** Personalizes the letter:
2. **Your typed name:** full nameunder your signature it allows the reader to know who signed that unreadable signature.
3. **Enclosure :** The abbreviation ‘**Encl.’** followed by the words Personal CV or Resume

