

## STRUCTURE OF A COVERING LETTER



This work by Carmen Rio is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).

A CV or job application form should always be accompanied by a **short** covering letter. Its purpose is to draw the prospective employer's attention to the key points in your CV and to highlight your suitability for the job.

### OUTLINE: STEPS TO FOLLOW

1. **Salutation:**
  - a. **When you know the name of the receiver:** Dear Mr Smith (if it's a man), Dear Ms Smith (if it's a woman)
  - b. **When you don't know the name of the receiver:** Dear Sir or Madam
2. **Opening:** Say where you got the vacancy information from (newspaper, magazine, web page) and when. In case the job ad refers to more than one post, specify clearly which one you are applying for.
3. **Summarize your qualifications** (degree, master's degree, PhD...) and, above all, your professional career. Highlight only the most relevant information. Don't repeat all the data included in your CV. If you currently have a job, explain why you would like to leave it.
4. **Explain clearly, but briefly, what your main assets are and what you think you can offer to the company.**
5. **Show availability for a job interview.**
6. **Formal ending:** "I am looking forward to hearing from you (in the near future)" / "I look forward to hearing from you (in the near future)".
7. **Complimentary close:**
  - a. **When you know the name of the receiver:** Yours sincerely
  - b. **When you don't know the name of the receiver:** Yours faithfully

**SOME USEFUL SENTENCES TO BUILD UP A COVERING LETTER**

**Step 2:**

With reference to	your advertisement that appeared in <i>The Guardian</i> on May 3 <sup>rd</sup> ,	I would like to apply	for	the post of ... (e.g. comic book artist).
In reply to		I am interested in applying		

N.B.: Also: "I have seen your advertisement in *The Guardian* on June 3<sup>rd</sup> and I ..."

**Step 3:**

As you can see from the	enclosed	CV,	I have successfully completed a degree in Fine Arts
	attached		

and,	as shown in my	portfolio,	I have had	one year's	work experience in	the comic book industry.
				three years'		
				long		

The	technical	side	has been	very	important	and I have	worked extensively with computer-aided drawing tools.
	creative			extremely			got used to developing new ideas constantly.
	teamwork			aspect			learned to work efficiently within a group.

However,	although	I like	my present job	I would now prefer	a post	offering more	responsibility.
		I am happy with		I am now looking for		where I can use my	chances of promotion.
							technical skills.
							creativity.

**Step 4:**

I believe I am	a hardworking, responsible person. <i>[Name what you consider are your personal qualities]</i>
I can assure you I am	

I feel I can make a valuable contribution to your	company	thanks to my	extensive experience.
	organization		innovative ideas.
			commitment to my work.

**Step 5:**

I am available for an interview	whenever it suits you.
	at any time
	of your convenience.
	suitable for you.