

How to write cover letter to go along with your CV

A good cover letter helps the potential employer decide whether to look at your CV or that of the other candidate. Hence, the cover letter must be crafted carefully with absolutely no spelling or grammar errors.

In the cover letter, it is important for you to:

- **Help the potential employer understand your reasons for sending the resume** - Be as specific as possible; if you are looking for a temporary, permanent, full-time or par-time position, or perhaps you are inquiring about the possibility of future employment – say so.
- **Inform the employer how you found out the job posting or the company** - such as a web site, an employee who works in that company or a friend. If some one asked to inquire about the position, mention his/her name in the cover letter.
- **Highlight key points about of your professional background** - such as education, relevant experience and key skills related to the job you are applying for. Include any management and other soft skills as well.
- **Write what is your next step** - such as "I will contact your office in two weeks to see if any additional information regarding my qualifications is needed."

The cover letter should have 3-4 paragraphs – it should **NEVER** be more than one page:

- The first paragraph should state why you are writing and how you learned of the position or the company. It may also include basic information about you.
- The second paragraph is very important; here, you should write why you are interested in the position or the company. Do some research on the employer and demonstrate that you know enough about the company. Briefly describe specific qualifications that could provide value add to the potential employer's needs. This is the place where you can explain relevant items in your resume against the position requirements. Do mention that you are enclosing or attaching (if electronic) your CV.

- If it is a senior level position or you have more content to show, you can add a third paragraph (optional) to continue with contents of the third paragraph.
- In the closing paragraph you should request that you would like the opportunity for a face-to-face interview (or learn more about future possibilities). Write how and when you will do to follow up, such as contacting the employer by phone within 2 weeks. Also, mention that you will be happy to provide any additional information needed. Finally, do not forget to thank the employer for her/his consideration.

Shown below is a sample cover letter.

Sample Cover letter

Your full name
Your postal address -
- Including city, district and province
Your telephone numbers
Your email address

Day, Month, Year

Mr./Ms./(Employer's First Name Last Name – if known)
His/her title
Name of the Company
Street Address, including City and Province

Dear Mr./Ms./Last Name (If known, otherwise Dear Sir/Madam):

From your company's web site (or from a newspaper advertisement) I have come to know about your need for a (job title). I am interested in being considered for this position with your (Name of the company). And believe that my education and experience are a good match for the position.

While working toward my (Bachelor's or Master's) degree, I did xxxxxxxxxxxxxxxx. I have a strong background in (sales and marketing or xxxxx). I am confident that I can apply my skills and experience to help grow your organization. I am a team player and have excellent project management (or xxxxx) skills. I will be available to begin employment immediately (or in xxx weeks).

Enclosed is a copy of my resume, which more fully details my qualifications for the position.

I look forward to talking with you in a personal interview at your convenience where we can further discuss how my background can be beneficial to your organization. Within the next week I will contact you to confirm that you received my email and resume and to answer any questions you may have.

Thank you for your consideration.

Sincerely,

(Your handwritten signature) – *if sending a hard copy*

Your full name – typed here