

Cover Letters

Purpose of a cover letter

- 1, To secure a job interview
- 2, To convince the employer to read your CV

Contact information

your contact information

Date line and Inside address

the company's address

Salutation

Dear (Mr. / Mrs. Ms.) Or (Sir / Madam) When you don't know their name

Introduction

Your main selling point that corresponds to the needs and desires of the company.

How can you do this?

Highlight your knowledge of the company or point out that you are familiar with the goals of the company.

Ask yourself these questions;

- What is the company looking for?
- What needs have they expressed in their ad?
- What are the goals of the company?

Sell your skills

Why you are perfect for this job and what you can do for the company.

Tell the reader how your experience and qualifications fulfil the company's need.

You can do this by stressing courses that you have taken, specific job experiences that line up with what the company is looking for or knowledge that fits with the needs of the company.

Closing

Thank the reader and call to action. For example, you could ask the reader to schedule an interview at his or her convenience.

(Sincerely / Regards)

Before you send your cover letter make sure there are no spelling mistakes and that not every paragraph starts with "I".

Spontaneous application

If you write a spontaneous application ask yourself these questions.

Question 1; Why have I chosen this company? (My motivations)

Question 2; What can I offer? What is my internship project?

Question 3; Which are my key strengths? (internships, work experiences, associative activities, personality traits, motivations...)

Reply to an offer

This chart can be helpful to fill in if you reply to a job ad.

	Information in the job ad	What interests you	Your strengths	Information to look for before you write your letter	Information to ask for at the interview
About the company					
About the position					
About the candidate					