

USEFUL PHRASES FOR WRITING A COVER LETTER

PHRASES FOR STARTING A COVER LETTER

- ◆ I noticed with interest your advertisement for (position)...
- ◆ I am writing in response to your advertisement posted on (website)...
- ◆ I am very interested in applying for the position of (job)...
- ◆ I am applying for the position of (job), which was advertised on (date) in (newspaper, magazine) ...
- ◆ I was interested to see your advertisement for (position)...
- ◆ (Name) advised / informed me of a (position) that is available at your company.
- ◆ I was referred to you by (name), who informed me of a (position) that is available at your company.
- ◆ (Name) informed me that you are / your company is / (name of the company) is looking for someone with (skills).
- ◆ On the advice of my maths tutor, (name), I am writing to ...
- ◆ (Name) suggested I contact you regarding the position of (position).
- ◆ I have pleasure in applying for the advertised position as (job)...
- ◆ Please accept this letter as my application for the position of (job)...

PHRASES FOR EXPRESSING WHY YOU APPLY FOR THE JOB

- ◆ I would be well suited to the position because ...
- ◆ I am writing to request a placement/ internship within your company.
- ◆ I am looking for a three-month placement beginning in July of this year.
- ◆ My professional skills appear to be well suited to your company's requirements.
- ◆ I have a lively interest in ... and would appreciate the opportunity to work with you.
- ◆ As you can see from my enclosed résumé, my experience and qualifications match this position's requirements.
- ◆ My strengths are ...
- ◆ I believe the combination of my education and experiences have prepared me...
- ◆ It is a challenging position for which I believe I am well qualified.
- ◆ This position represents an opportunity to continue my committed career path...

PHRASES FOR DESCRIBING YOUR STUDIES OR WORK EXPERIENCE

- ◆ During my studies, I have learnt how to ...
- ◆ My study programme includes ...
- ◆ According to your advertisement, your position requires (skills). These skills I have developed during ... (experience).
- ◆ I recently graduated from (university) with a degree in (field).
- ◆ Since 2015 / For 2 years I have been working for (company).
- ◆ Following my training as a (job title), I spent (time) working for (company).
- ◆ As (current job) for (company), I have developed my skills and experience as (job title)
- ◆ Although I have no professional experience in this particular field, I can supply references from my tutors

indicating my skills in ...

- ◆ I have experience of working in an international company, as I worked for ...
- ◆ My professional experience includes ... years as a ... during which time I worked on several projects including time abroad.
- ◆ I have acquired valuable experience in...
- ◆ My experience in ... has convinced me that ... is a career option I would like to explore.

PHRASES FOR DESCRIBING YOUR SKILLS

- ◆ I have a working knowledge of ...
- ◆ During my time as ..., I improved / furthered / extended / my knowledge of...
- ◆ My area of expertise is...
- ◆ Whilst working at... I became highly competent in...
- ◆ I believe I possess the right combination of ...
- ◆ I am an experienced user of ...
- ◆ My professional experiences are supplemented by...
- ◆ My interest and knowledge in this area was further enhanced by...
- ◆ My particular area of effectiveness is...
- ◆ I have an excellent command of ...

PHRASES FOR CLOSING A COVER LETTER

- ◆ I would appreciate the chance to meet with you to discuss ...
- ◆ I look forward to our meeting/ meeting with you to discuss the ways my skills may best serve your company.
- ◆ If you are interested, please contact me at ...
- ◆ I am eager to talk with you about the contribution I could make to your firm.
- ◆ I would welcome the opportunity to discuss these and other qualifications with you.
- ◆ Thanking you most sincerely for your time and consideration.
- ◆ I would welcome the opportunity to discuss further details of the position with you personally.
- ◆ Thank you for considering me for this very important position.
- ◆ I look forward with enthusiasm to an opportunity for an interview.
- ◆ I am highly motivated and look forward to the varied work which a position in your company would offer me.
- ◆ I would welcome the opportunity to discuss further details of the position with you personally.
- ◆ I would appreciate the chance to meet with you to discuss how I could be a vital part of your company.
- ◆ I am confident that I can perform the job effectively, and I am excited about the idea of working for your firm.
- ◆ If you would like to schedule an interview or otherwise discuss my interest in this position, please call me at the number listed above.
- ◆ I will call you in a few days / next week / in early July / ... to discuss an interview.
- ◆ Should you have any questions before that time, feel free to call me at the number listed above / to contact me via the email address listed above.
- ◆ Should you wish to contact me before then, you may / can reach me via phone (number) or via email (email address).