

# Cover Letter: useful expressions

## Introduction

- I was interested to see your advertisement for (position) in (paper) / on (site).
- I noticed with interest your advertisement for (position) in (paper) / on (site)
- I am applying for the position of (position), which was advertised on (date) in (paper).
- (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).
- (Name) suggested I contact you regarding the position of (position).
- The position seems to fit very well with my experience / education / background / skills / career interests / ...
- I am very interested in applying for the position (of ...)
- My experience / education / background / skills / ... make me an ideal candidate for the position.
- I have the experiences / skills / ... you desire (in your advertisement).
- From my enclosed CV / Resume you will find that my experiences / skills / ... meet the requirements you have outlined for the position.
- While my enclosed CV / resume provides a good overview of my experiences / skills / ..., I have also listed some specific skills that meet your requirements for the position.

## Details

Refer to the requirements given in the job description and demonstrate that you meet these requirements. Emphasize experiences that are relevant for the job.

- According to your advertisement, your position requires (skills). These skills I have developed during ... (experience).
- I understand the position requires (skills). I ... (explain why you meet the requirements).
- I recently graduated from (university) with a degree in (field).
- Since 2002 / 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)
- Prior to my current position, I was working for (company), where I ... (jobs, tasks, skills).
- Throughout my career I have acquired a thorough knowledge of ...
- I have solid experience in ...
- I have more than ... years of ... experience.
- My experiences / skills / ... will provide your company with a highly productive (job title).
- I have always had a strong interest in ...
- I am very competent in ...
- I very much enjoy both ... and ...
- My experience in (field) have convinced me that (future position) is a career option I would like to explore.
- My high degree of motivation has been appreciated by my previous employers.
- Thanks to my high degree of motivation I was quickly promoted to positions of greater responsibility.
- The enclosed CV / resume elaborates on the details of my skills and experience.

## **Conclusion**

- I would very much like to talk with you concerning a position at your company / (name of the company).
- I am eager to talk with you about the contribution I could make to your firm.
- 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.
- I would welcome the opportunity to discuss these and other qualifications with you.
- If you would like to schedule an interview or otherwise discuss my interest in this position, please call me at the number listed above.
- You may reach me at the above phone number or email address.
- I am sure my services would be useful to you.
- 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).
- I look forward to our meeting.
- I look forward to meeting you.
- I look forward to talking with you.
- I look forward to hearing from you soon.
- I look forward to meeting with you to discuss the ways my skills may best serve your company.
- Thank you for your time and consideration.
- Your consideration is greatly appreciated.