

English Cover Letter

In most cases, the cover letter is your first contact with potential employers. Use this opportunity to make a strong and convincing impression, otherwise you may not get the attention you want.

Before writing, ask yourself **why you are the right person for the job**.

- Which of your qualities might be essential for the job?
- What contributions can you make to the company?

In your cover letter, emphasize why you are the ideal candidate for the position.

Structure and Content

- **Introduction**
Mention where you found out about the job offer and show interest in the position.
- **Details**
Give reasons for your application: Why are you the ideal candidate? What relevant qualifications, experiences do you have? (Important: refer to the requirements given in the job description.)
- **Conclusion**
Demonstrate your interest in the position once more and try to get an interview.

Important Tenses

- [Present Perfect](#) / [Simple Past](#) (for experiences gained)
- [Simple Present](#) (for general information)

Note

Even if there are hundreds of experiences that you wish to emphasize, keep your cover letter short (no longer than 1 page). Employers usually have to read lots of applications and usually cannot afford to spend all day reading lengthy cover letters.

Salutation in a Cover Letter

If you know the person's name:

When applying for a job, it is very important to know the name of the addressee and address him/her personally.

Dear Ms / Miss / Mrs / Mr / Dr + surname (nom de famille)

Example: Dear Mr Miller

Dear first name + surname

Example: Dear Chris Miller

If you don't know the person's name:

If despite all efforts you cannot find out the addressee's name, the only possibility is to use one of the following salutations:

Dear Sir or Madam (British English)

Ladies and Gentlemen (American English)

To whom it may concern (American English)

Punctuation after the Salutation

In British English, don't use any punctuation mark or use a comma.

Example: Dear Mr Miller or Dear Mr Miller,

In American English, use a colon:

Example: Dear Mr. Miller:

Ms, Miss or Mrs?

- Mrs – to address a married woman
- Miss – to address an unmarried woman (rarely used now)
- Ms – to address a woman whose marital status you don't know; also used to address an unmarried woman

Note: The abbreviations Mr, Mrs etc. are usually written without full stops (Mr) in British English and with full stops (Mr.) in American English.

The typical ending of a cover letter is “Sincerely” (US) or “Yours sincerely” (GB). In emails you can also write:

- Regards
- Kind regards
- Best wishes

Note: If you end the salutation with a comma or colon, use a comma after the ending. If you didn't punctuate the salutation, don't punctuate the ending.

Position: Write the ending two lines below the last paragraph and left-justify it.

Leave 4 blank lines after the ending (space for the signature) and write the sender's name below that space.

Example :



