

Do NOT write with contractions !!

SAMPLE COVER LETTER

(Do **not** write your name here)

Your street address

City, zip code

e-mail

Today's date

Mr./Ms. First and last name of employer / recruiter

Title of employer / recruiter

Company / Organisation

Street address

City, zip code

Dear Mr. / Ms. + last name of Employer |

Commentaire : If you don't know the name of the person, write: Dear Madam, dear Sir

Your opening paragraph should **arouse interest** on the part of the reader in your application. Tell him / her why you are writing the letter. Give information to show your specific interest in his / her company. Be as specific as possible about the kind of position you want.

Your middle paragraphs should **highlight your qualifications**. Give details of your background that will show the reader why he / she should consider you as a candidate. If you have relevant experience or related education, be sure to point it out, but do not reiterate your entire resume. By using examples, show the employer / recruiter that you have the necessary skills they seek.

You could have another paragraph here to go into more **experience** that will highlight your qualifications. Emphasise your **personal and interpersonal skills** that relate to the job for which you are applying. Remember that the reader will view your letter as an example of your writing skills.

In your closing paragraph, **ask for action**. Refer the reader to your general qualifications on your enclosed CV or other material. State that you will be contacting the employer within a specific time for an interview at his / her convenience. (A positive request is harder to ignore than a vague hope). Thank them for their time and consideration.

Sincerely,

(Sign your name here)

Your name (typed)

Make it nice and clean :
right justify your letter.

Enclosure.