

# How to Write a Cover Letter for a Job?

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## What is a Cover Letter?:

When a candidate applies for a job, he sends a letter to the company along with his resume. The letter which provides all the relevant information about his skills, experiences, and qualification is called a cover letter. A good cover letter provides information about why you are qualified for the position you're applying for. A perfect and effective cover letter may help you obtain a job whereas an improper one may lessen your likelihood of getting the job.



## How to Write a Good Cover Letter:

### TIPS ON HOW TO WRITE A COVER LETTER

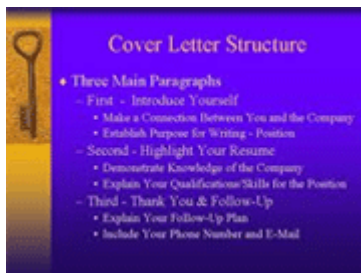
Here are some tips on how to write a perfect cover letter. The tips are as follows:

1. A cover letter should always be included while sending out your resume. Always remember that a cover letter creates the first impression on an employer. So it should be drafted perfectly and accurately.
2. There are three types of cover letters. They are
  - i. The networking letter – it is written to ask for help and assistance in job search.
  - ii. The prospective letter- It is written to find out information about prospective vacancies.
  - iii. The application letter- It is written to apply for an opening.

It should be kept in mind that cover letters should be written accordingly and it should serve the specific purposes mentioned above.

3. In the cover letter you should mention your skills, experience, achievements and qualifications. You should also explain how your skills and experience match the job requirements.
4. Also explain why do you think you are the best person and how do you think you'll meet the requirements of the organization. Also explain how you can contribute to the company and meet its prerequisites. Let the employer know about your personal qualities and how can you fit into the company.
5. Your cover letter should be brief and to the point. Too lengthy cover letters can distract an employer and he might not feel interested to read the entire letter.
6. Be Professional and enthusiastic in your approach. But do not be pushy.
7. Avoid using qualifying words that reduces the impact of the message, for example: I have some knowledge. I am somewhat experienced.
8. Write your cover letter neatly on an A4 size paper.
9. Space it well around the edges of the page and between the paragraphs.
10. Photo copied cover letters should not be sent or posted.

## Structure of the Cover Letter



### Contact Information of the candidate

Name

Address

City, State, Pin

Phone no

Email Address

Date

Contact information of the employee(Mention if it is known)

Name

Title

Company

Address

City, State, Pin

Appellation

(Dear Mr./Ms. Last Name)

### **Body of the Cover Letter**

First Paragraph – Tells the employer what position you're applying for and how can you meet the requirement of the organization and from where you came to know about the vacancy.

Middle Paragraph- Mention how your skills and qualification match the requirements of the position you're applying for. Also explain how can you fit into the company and contribute for the enhancement of the organization.

Last Paragraph- End your cover letter by thanking the employer.

Respectfully yours, / yours faithfully,

### **Signature**

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## **Reference Links:**

- <http://www2.careers.govt.nz/how-to-get-a-job/cvs-and-cover-letters/how-to-write-a-cover-letter/>
- <http://jobsearch.about.com/od/coverlettersamples/a/coverformat.htm>
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