

Cover Letter Useful Phrases

First paragraph

I am writing in response to your advertisement in the Sunday Times, dated 28 April 2012.

Please accept this letter as an expression of my interest in the position of...

A copy of my résumé has been enclosed for your review.

I would like to express my interest in the position of....

I am writing to express my interest in the position at ... (company name).

As a recent graduate with experience, I believe I am a strong candidate for a position at ... (company name).

Although I am a recent university graduate, my (skill) and (skill) will make me an excellent

Second paragraph

As seen from my enclosed résumé, my experience and accomplishments match the requirements of this position.

I would like to point out (information relevant to the position).

During my two years with ... (company name), I initiated extensive improvements that resulted in garnering 30 more clients for the period ending

I possess the right combination of skills to be an asset to your organisation.

I understand the value of

I have a very strong interest in

Experience has taught me how to

For the past two years I have been working as at (company name).

Third paragraph

I would appreciate the opportunity to meet with you to discuss how my qualifications make me ideally suited to the position.

I would appreciate the opportunity to meet and speak with you in person.

I would welcome the opportunity to meet with you to discuss my potential contributions to your company.

I believe that my skill-set perfectly matches your requirements.

I look forward to hearing from you.

I look forward to your response.

If I may, I will contact you next week to discuss

I would be interested in learning more about

I look forward to speaking with you about....

Thank you for your time and consideration.

My CV contains additional information on

It would be an honour to start my career with your company, and I am confident that I will be an asset to the business.

References

1. <https://www.about.com>
2. https://www.solveyourproblem.com/resume-writing/cover_letter_key_phrases.shtml
3. <https://jobsearch.about.com>

