

**What is the meaning of a cover letter? A cover letter is a written document submitted with an application for a job giving brief outlines of the applicant's testimonials, interests, qualifications, and credentials for the vacant post. A cover letter is like a sales letter where you sell your services. A good cover letter always highlights the resume and suitability of the candidate for the vacant post. A weak cover letter can harm your chances of getting a job.**

While applying for any post, you write a cover letter for a job, and you commit to offering your services to a prospective employee. It means you are trying to sell your services. Therefore, the common rules of sales letters will apply to applications for jobs or cover letters also. A cover letter is a formal letter. So, always follow the structure and format of a formal letter. Students and job seekers must prepare a Letter of Application/Application for a Job/Covering Letter because they must enclose their C.V. while applying for a job.

Prepare a letter to get the employers' attention since they have a lot of applications to choose from. A job application letter is always accompanied by your *bio-data* or *curriculum vitae*. Therefore, your job application should always contain two essential parts: a cover letter and a CV. Your cover letter must convince your employers to read your CV, as the purpose of your CV is to motivate your employers to contact you for an interview. Hence, keep the following points in mind while writing an application for a job:

## **Important Tips to Write Cover Letter: The Ultimate Tool for Landing Your Dream Job**

**To boost your chances of being called for an interview, follow the tips given below for writing a cover letter:**

- **Try to get attention and create an interest in your employer with your academic achievements( Introductory Paragraph).**
- **Convince the employers of your experience and other achievements(the main body of the job application letter).**
- **Prepare your employer to take immediate action on your application for a job(Concluding Paragraph).**
- Always write a letter to cover your C.V.
- Always follow the format and structure of a formal letter as it is a type of formal letter.
- Convince the employer that you are the best of all.
- Your cover letter should convey your [writing skills](#).
- It should be brief and compact to convey your intention.
- Don't copy; write what you feel about the job.
- Avoid using a generic template or standard form of a cover letter, therefore, always make it an individual cover letter.
- Never forget to write contact information like address, phone number, and email address.
- Use simple and convincing language while writing a cover letter.

- Do minor changes in your letter and C.V. for an individual vacancy.
- Always check grammar and sentence structure after writing the cover letter. Hence, proofreading is a must before you send it to the employer.
- Always try to avoid arrogant language and the first person pronoun like "I"
- Use the design of the letter as per the requirement in a specific country. For example, use the Euro or British format of letters in those countries.
- Follow the 7 C's of [letter writing](#):
- **1. Clear:** The cover letter's content must be clear, understandable, and progressive toward the required results. The language of the Application for a Job should be straightforward. Long and unclear phrases, as well as words and phrases that are used over and over again, should be avoided. Try not to use jargon.
- **2. Concise:** The Letter of Application should be brief and to the point. While writing the letter, try to avoid including any irrelevant information. Mention only the necessary points.
- **3. Correct:** Avoid misinformation while applying for the job. Write only those things which are feasible and valid as per the requirement of the job.
- **4. Considerate:** Be courteous to the letter's recipient. Avoid using rude language while writing a letter of application as it harms your personality.
- **5. Concrete:** Covering Letter should be concrete as the selector wants to see the relevant things. The explanation of the queries should be concrete and effective.
- **6. Coherence:** Letter of Application's main points should be explained in the first paragraph. In the body of the letter, explain the main points. Ask the employer to consider you as a serious contender for the job. Always provide the solution in the last paragraph. It means, there should be **continuity** in all parts of the letter.
- **7. Complete:** A letter of application is assumed to have a proper structure and that the contents are meaningful. The letter should include all parts of the letter. A letter is said to be structurally complete when all of its obligatory and optional parts are present.

## Important Sentences To Begin Cover Letter

Are you comfortable with starting the cover letter? The beginning of a cover letter can be daunting. There is no mathematical formula for commencing the cover letter. You need to practice the beginning of the different cover letters. The beginning of the cover letter should convey the positive approach, geniuses, reliability, keenness, and highlights of your academic qualifications that make you a fit candidate for the job. Therefore, the beginning of the cover letter should be impressive that can land you a good job.

To achieve an edge over other candidates, you should design your opening of the cover letter effectively and for this you need to follow these steps:

- Convey your enthusiasm for the organization. Example: "I was delighted to learn that the organization (company name) is looking for a business analyst to act as a liaison between the customer and technical staff. with my 6+ years of BA experience coordinating between the technical team and the customer, I'm confident that I'm a good fit for the role".

- Sometimes you come to about a vacancy by the employee of the company. In such circumstances, you should begin your cover letter with the sentence: "I came to know from your employee that there is an opening in your reputed organisation for the post of.....".
- These days companies hire their employees by a reference, then start your letter with: "My colleague, XYZ, informed me about this position. We have collaborated on various software development projects. He now informed me that I would be a good fit for this position on your team."
- " I wish to apply for the post.....advertised in the ....."
- You can begin your cover letter which can convince the company that you have studied the details of the company. Start your cover letter: "I was inspired by the progress of your company, which in a short period has been featured in the list of BSE".
- Always highlight your passion for what you do. Therefore, start your cover letter with: "I have been passionate about writing since my childhood when I was the chief writer of my school magazine. I have published 125+ articles on my website, out of which more than 30+ articles are ranked among the first ten articles on Google."
- You can start your cover letter with a belief statement such as. "As an English teacher, I believe that every student can learn the English language if we provide him with the right opportunity."

## Important Sentences To End Cover Letter

- "I will be happy to provide you with any more information you may require and I hope I may be allowed to meet you at the time of the interview. I hope to hear from you soon."
- " I look forward to having an interview when I can provide you with additional information."
- "A copy of my CV is enclosed with all my documents. I look forward to interviewing with you."
- "With my background as an English teacher, I'm excited to teach college students."

## Cover Letter Template

### Sample Template

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#### 1. [Sender's Name and Address]

Address:.....

#### 2. [Date/Reference No.]

Date:.....

#### 3. [Receiver's Name and Address]

Name:.....

Address:.....

4. [Subject]

Subject:.....

5. [Salutation]

Dear Sir/Madam

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6. [Body of the Letter]

Introductory Paragraph.....

**This is to bring to your kind notice that you have not fulfilled the terms and conditions of the contract of sending the books for which you were given orders, vide order no....., dated.....**

The main body of the formal letter.....

**You failed to send the ordered books in good condition and the faulty delivery caused us a big loss.....**

Concluding Paragraph.....

**We are extremely sorry that you disappointed us as you didn't hold up your end of the contract we signed.....**

**Thanks**

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7. Sincerely

Yours lovingly, Yours faithfully, Sincerely Yours or Yours sincerely and Yours truly.....

8. [Signature]

.....

9. [ Sender's Name]

**Name: .....**

10. Email/Telephone no.

.....

## Structure and Sample Letter of Application/Application for Job/Covering Letter: The Ultimate Tool for Landing Your Dream Job

A cover letter is a one-page document submitted with your job application (alongside your CV or resume). The structure of a formal letter has to be followed while writing an application for a job. A good cover letter can pique the interest of the HR manager and persuade them to read your resume. Remember, a cover letter is a supplement to your resume, not a replacement. That is, you do not simply repeat what is on your resume.

A poor cover letter, on the other hand, may result in your application being tossed in the trash. To avoid this, it's critical to understand how to write a convincing cover letter.

You might be wondering what a good cover letter looks like. So, here's an example that will explain the details of the cover letter:

### Sample Cover Letter 1: The Ultimate Tool for Landing Your Dream Job

**You are Mohan Lal, living at 30, sector 29, Karnal. Write an application for the post of manager in a bank.**

**1. Sender's Name and Address:**

H.No. 30

Sector 29

Karnal

**2. Reference no. and date:**

March 5, 2023

**3. Receiver's Name and Address:**

The Manager

Punjab National Bank

Chandigarh

**4. Subject of the Letter:**

**Subject: Application for the post of manager.**

**5. Greeting or Salutation:**

Respected sir

**The body of the letter:**

**Opening paragraph - Grab the reader's attention with 2-3 of your most notable academic accomplishments. You should also include the following in your introductory paragraph:**

- Why are you applying for this post?
- When and where did you discover the post?
- Cover all your testimonials and qualifications, which help convince the employer to take action.
- Explain how can be an asset to the organisation?
- Sell your skills like a salesman.
- Adopt a different approach at the beginning of the letter, avoid such sentences which are common in use **"Concerning your advertisement..."**

On March 5, 2022, I was reading "The Tribune's" advertisement column when I came across your advertisement for the position of manager at the State Bank of India. It immediately piqued my interest that a reputable bank like yours would be able to put my 5 years of experience as an assistant manager at the HDFC Bank's Delhi Branch and my M.B.A. degree with a high C.G.P.A from a renowned institute, which awarded me a certificate of excellence to good use. I believe I am qualified for this position.

- **Convince the employers of your experience and other achievements(the main body of the job application letter).**

As you can see from my enclosed C.V., I have met the requirements for the position of manager through my extracurricular activities and have worked in a variety of banking settings. During my studies, I interned in Human Resources Management at the ICICI Bank Gurugram branch, where I gained practical experience in the HR department, which will benefit me in this position at your bank. In my previous bank, I dealt with major clients such as Reliance Industries and Maruti Udyog Private Ltd. My experience in human resources, computer expertise, and customer relations, as well as my excellent oral and written communication skills, should make me a valuable candidate for the position of manager.

- **Prepare your employer to take immediate action on your application for a job(Concluding Paragraph).**

A copy of my C.V. is enclosed with copies of testimonials. With my experience as an assistant manager, I look forward to the challenge of becoming a manager in your bank and enhancing your banking business. I would be delighted to answer any additional questions you may have,

and I hope to have the opportunity to meet you. I am available to attend the interview at your convenience, and I hope to hear from you as soon as possible.

**Complimentary closing**

Sincerely

**Signature and name:**

Mohan Lal

Encl: C.V.

**Sample Cover Letter 2 for the post of Manager: The Ultimate Tool for Landing Your Dream Job**

**You are Mohan Lal, living at 30, sector 29, Karnal. Write an application for the post of manager in a bank.**

H.No. 30

Sector 29

Karnal

March 5, 2023

The Manager

Punjab National Bank

Chandigarh

**Subject: Application for the post of manager.**

Respected sir

On March 5, 2022, I was reading "The Tribune's" advertisement column when I came across your advertisement for the position of manager at the State Bank of India. It immediately piqued my interest that a reputable bank like yours would be able to put my 5 years of experience as an assistant manager at the HDFC Bank's Delhi Branch and my M.B.A. degree with a high C.G.P.A from a renowned institute, which awarded me a certificate of excellence to good use. I believe I am qualified for this position.

As you can see from my enclosed C.V., I have met the requirements for the position of manager through my extracurricular activities and have worked in a variety of banking settings. During my

studies, I interned in Human Resources Management at the ICICI Bank Gurugram branch, where I gained practical experience in the HR department, which will benefit me in this position at your bank. In my previous bank, I dealt with major clients such as Reliance Industries and Maruti Udyog Private Ltd. My experience in human resources, computer expertise, and customer relations, as well as my excellent oral and written communication skills, should make me a valuable candidate for the position of manager.

A copy of my C.V. is enclosed with copies of testimonials. With my experience as an assistant manager, I look forward to the challenge of becoming a manager in your bank and enhancing your banking business. I would be delighted to answer any additional questions you may have, and I hope to have the opportunity to meet you. I am available to attend the interview at your convenience, and I hope to hear from you as soon as possible.

Sincerely

Mahesh

**Encl: C.V.**

**Mohan Lal**

**H.No. 30**

**Sector 29**

**Karnal-124103**

**+915856596479**

**mohanlal@gmail.com**

### **Sample Cover Letter 3 for Teaching Job: The Ultimate Tool for Landing Your Dream Job**

**Example 1. You are Deepansi/Dharmender, a resident of Rohtak. You saw an advertisement for the post of English Teacher at Ganga International School, Panipat. Write an application to the Principal of the school for the post of English Teacher.**

H.No. 47

Sector 6

Delhi Road

Rohtak



Date: 21/03/2023

The Principal

Ganga International School

Delhi Road, Panipat

Subject: Application for the post of English Teacher

Respected Sir

Your advertisement in " The Times of India" for the post of English teacher in your reputed school, Ganga International School, Panipat, attracted me because of my 5 years of experience as an English teacher at a convent school. Moreover, my post-graduation from Kurukshetra University made me suitable for the said post.

I have completed my M.A. in English from the Department of English, Kurukshetra University, Kurukshetra. I have been working as an English teacher in an English-medium school for the last two years. While working as a teacher with students and parents, I have come across a lot of challenging situations. Therefore, I have gained a lot of experience as an English teacher. I am digitally strong and I have good knowledge of computers. I am fond of solving students' problems in all circumstances.

I have attached my detailed CV with the application. I hope you will consider my application for an interview. Your positive response will be highly solicited. Thank you in anticipation.

Yours faithfully

Deepali/Dharmender

**Exercise 1. You saw an advertisement for the post of receptionist in the newspaper. You want to apply for the post of receptionist. Write a cover letter to The manager, HCL Limited, Delhi.**

## Browse more Topics on Writing Skills

Browse the following topics to [boost your writing skills](#). These topics will provide you with the ultimate solution to your writing skills. You will be an expert in writing skills after understanding these topics. Readlearexcel's writing skills are designed by an expert English teacher with 25 years of teaching experience.

- [Advertisement Writing](#)
- [Article Writing](#)
- [Notice Writing](#)
- [Report Writing](#)

- [Letter Writing](#)
- [Speech Writing](#)
- [Essay Writing](#)
- [Paragraph Writing](#)
- [Note-Making](#)
- [Email Writing](#)

## Sample Cover Letter 4 for Software Engineer: The Ultimate Tool for Landing Your Dream Job

**You saw an advertisement for the post of Software Engineer in the Hindustan Times. Write a cover letter to apply for the post of Software Engineer to The Manager, HCL Limited, Bangalore.**

345, Urban Estate

HUDA, Sector 4

Rohtak

20 March 2023

The Manager

HCL Limited

IT Complex

Bangalore

Karnataka-420350

Subject: Application for the post of Software Engineer in HCL.

Dear Sir

I was very interested in seeing your advertisement for a software engineer in the Hindustan Times (May 20th, 2023). I have been seeking such an opportunity as this. I consider my background and your requirements may be an excellent match. I am interested in working as a software engineer at your reputable company. I have enclosed my detailed resume as a first step in exploring the possibilities of a job with HCL Limited, Bangalore.

I worked as a trainee programmer at Infosys Gurgaon during my summer vacation during my B. Tech. degree. I was part of the team involved in software programming for Maruti Company. Therefore, I have gained substantial experience in C++, Java, and Visual Basic.

As a Software Engineer at HCL, I assure you that I will do justice and work hard for the advancement of your prestigious company. I would be delighted to answer any additional questions you may have, and I hope to have the opportunity to meet you. I am available to attend the interview at your convenience, and I hope to hear from you as soon as possible.

Maneet

[+915856596470](tel:+915856596470)

[maneet@gmail.com](mailto:maneet@gmail.com)

Encl: C.V.

## **Sample Cover Letter/Application for Job 5/Cover letter for Clerk job: The Ultimate Tool for Landing Your Dream Job**

### **Short cover letter sample**

**Write an application for the post of clerk in the office of the Deputy Commissioner, ABC city. (BSEH 2020)**

345, Housing Board

HUDA, Sector 1

Rohtak

Date: March 8, 2023

The Deputy Commissioner

Karnal

Subject: Application for the post of clerk.

Respected Sir

I was going through the advertisement section of "The Tribune" dated October 5, and I saw your advertisement for the post of clerk in your office. Being an experienced clerk at D.P.S. School, Karnal, I am interested in applying for the post of clerk in your office. My expertise in MS Office will put me on top of other candidates.

Being a graduate of a local college in Karnal, I know the surroundings of the area. Moreover, I am comfortable with the writing and dictation of letters and messages, which will give me an edge over others. I am good at communication skills, both in Hindi and English. I have a certificate on my computer from the Red Cross Society. I have attached my detailed CV with the application.

After looking at the details about me, I expect that you will invite me for an interview as soon as possible. Your positive response will be highly solicited.

Thanks

Yours sincerely

Priya

+9123252526

priya@gmail.com

Encl: C.V.

## **Cover letter for Fresher: The Ultimate Tool for Landing Your Dream Job**

Getting a job and selling your experience to get a job is simple, but getting a job for a fresher candidate is difficult because companies always prefer experienced candidates over freshers. Therefore, writing a cover letter for a fresher will play a vital role in landing you a dream job. So, let us explain the major points of a cover letter for freshers.

- Follow the rules of formal letter format.
- Create an eye-catching C.V.
- The cover letter describes your academic credentials and interests.
- Explain all the qualities of your personality, interests, hobbies, and expertise to convince the employer to select you.
- The language of the letter should be clear and correct.
- Always follow the 7 C's of letter writing, which I have already expounded at the beginning of the letter.

## **Sample Cover Letter for Fresher 6/Application for Job 6/Cover letter for a teaching job: The Ultimate Tool for Landing Your Dream Job**

**You saw an advertisement for the post of J.B.T teacher in D.A.V. School in "The Times of India". Write an application for the post of J.B.T teacher to the principal of the school.**

140, Priya Colony

Rohtak Road

Jhajjar

Date: March 8, 2023

The Principal

D.A.V. School

Jhajjar

**Subject: Application for the post of J.B.T teacher.**

Respected Sir

I was searching for a post in my proximity. I found your advertisement for the post of J.B.T teacher in your reputable school. I was thrilled to find a vacancy suitable for me as I have always loved to teach small kids and my training in my J.B.T. course in G.P.S. Chawni, Jhajjar, where I got a certificate of excellence as a trainee. Therefore, I am applying for the post.

**Being a fresh graduate** from Delhi University, I joined D.E.C.E( Diploma in Early Childhood Care and Education) from IGNOU Delhi. After finishing my Diploma from IGNOU, I joined the J.B.T course in DIET Machrauli( Jhajjar) where I got an internship teaching primary students at G.P.S. Chawni, Jhajjar, where I got my first experience as a teacher and I enjoyed my experience with primary students. This training enhanced my confidence to apply to your primary wing as a J.B.T. teacher.

I hope you will appreciate my efforts as a new teacher and will call me for an interview and a live demo of my teaching techniques and approach. I am waiting impatiently for your positive response. Thank you in anticipation.

Yours sincerely

Nancy

+9154548586

nancy@gmail.com

Encl: C.V.

## **Sample Cover Letter 7 for Collecting Data on Covid-19**

October 31, 2022

Ravi Kumar

Sanskaram Institute of Health

Jhajjar

Dear Ravi

Subject: Collection of Data on Covid-19 in Jhajjar

I am researching the effects of COVID-19 in the Jhajjar District to check the aftereffects of COVID-19 in our district. The survey is part of my project under the guidance of Prof. Dr. J.P. Yadav.

I would like to collect the data to design a dashboard by using Power BI, and I need your help for some technical reasons and in designing a sample survey form for surveying the aftereffects of COVID-19. Your final-year students can help in designing the survey form for my project.

I expect that you will help me design a survey form so that my project can be completed on time. Your positive response will help me. I am waiting for your response.

Thanking you.

Your own

Mahesh

Research Scholar

Meerpur University

Rewari

## **Cover Letter with Curriculum Vitae: The Ultimate Tool for Landing Your Dream Job**

Why do you write a cover letter? You write a letter of application or cover letter for a job. You aim to sell your services to a prospective employer. In other words, you are marketing your services. Hence, the general principle of the sales letter will be applied to the cover letter as well. Your cover letter is always accompanied by your *resume* or curriculum vitae. Therefore, your job letter should always have two main parts: 1. cover letter and 2. *resume* or curriculum vitae.

The main purpose of your cover is to convince your employer to read your attached *resume*, and the motto of your *resume* is to motivate your employer to take action and contact you. Thus, both of them play a crucial role in landing you a dream job. Tips and techniques for writing a cover letter are already discussed above in this article. We will discuss here the template for writing a *Resume* and some examples of cover letters with *resume* or curriculum vitae:

### **Simple Resume Format: The Ultimate Tool for Landing Your Dream Job**

#### **OBJECTIVE:**

**Business analysis position using Power BI and Tableau.....**

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**EDUCATION:**

**NIT Kurukshetra, May 2018**

**B.Tech. Computer Science**

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**University of Strathclyde, Glasgow(UK), September 2021**

**M.Sc. Business Analysis and Consultancy**

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**SPECIAL SKILLS:**

**Dash Board Designing with Tableau.....**

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**EXPERIENCE:**

**Business Analyst: October, 2021-Present**

**SSEN, Glasgow(UK)**

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**HONOURS AND ACTIVITIES:**

**Member of Facebook group of Business Analyst**

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**KEYWORD SUMMARY:**

**Financial Analyst, Sales Analyst, Power BI, Tableau, SQL.....**

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## Contact

H. No.....

Sector.....

City.....

Telephone.....

Email.....