

How to write a cover letter in English

HOW TO WRITE A COVER LETTER

Dear Sir or Madam

I would like to apply for the position of...

Although I have no previous experience in..., I have had...

As indicated in your advertisement...

As you can see from my enclosed résumé, my experience and qualifications match this position's requirements.

As you will see in the enclosed CV, I have a good experience in sales...

Currently I am working for... and my responsibilities include...

I look forward to hearing from you soon. / Yours faithfully,

I am an experienced user of...

I am available for an interview

I am aware of

I am particularly interested in this job, as...

I am sending my resume as an attachment.

I am writing in response to your advertisement posted on...

I am writing to you about your advertisement.

I am writing to you in reference to your advertisement.

I am writing to you to apply for the position of....

I believe it is time for me to move to another company / department ... like yours

I believe my qualifications match your requirements

I believe my qualifications would match your requirements.

I have ...years experience of working...

I have an excellent command of...

I have worked as a ... (/in)

I wish to apply for the post of...which you advertised in...on... .

I would define myself as a

I'll do my best to...

In addition to my responsibilities as..., I also developed...skills.

In my current position I have worked ... developed... created ...

My area of expertise is...

My strengths are...

Please find my résumé / CV attached / enclosed.

Should you be interested in my application...

Should you need further information.

To carry out an internship

To have a sense of responsibility

To speak fluent English

To Whom It May Concern ...

Your advertisement in (source) for the position of (job) sparked my interest.

Yours faithfully,

Kind/Best regards,