

Application

Motivational Cover Letter

Motivational Cover Letter - Opening

English

Dear Sir,

Formal, male recipient, name unknown

English

Dear Sir,

Dear Madam,

Formal, female recipient, name unknown

Dear Madam,

Dear Sir / Madam,

Formal, recipient name and gender unknown

Dear Sir / Madam,

Dear Sirs,

Formal, when addressing several unknown people or a whole department

Dear Sirs,

To whom it may concern,

Formal, recipient/s name and gender completely unknown

To whom it may concern,

Dear Mr. Smith,

Formal, male recipient, name known

Dear Mr. Smith,

Dear Mrs. Smith,

Formal, female recipient, married, name known

Dear Mrs. Smith,

Dear Miss Smith,

Formal, female recipient, single, name known

Dear Miss Smith,

Dear Ms. Smith,

Formal, female recipient, name known, marital status unknown

Dear Ms. Smith,

Dear John Smith,

Less formal, one has done business with the recipient before

Dear John Smith,

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

Standard formula for applying for a job whose advertisement you saw in a newspaper or magazine

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

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

Standard formula used when responding to an advertisement posted online

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

Application

Motivational Cover Letter

I refer to your advertisement in...dated... .

Standard formula used to explain where you found the advertisement for a job

I refer to your advertisement in...dated... .

I read your advertisement for an experienced...in the...issue of...with great interest.

Formula used when applying for a job having seen the advertisement in a magazine or periodical

I read your advertisement for an experienced...in the...issue of...with great interest.

I have pleasure in applying for the advertised position, as...

Standard formula for applying for a job

I have pleasure in applying for the advertised position, as...

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

Standard formula for applying for a job

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

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

Used as an opening sentence to describe your current occupational status and what it involves

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

Motivational Cover Letter - Reasoning

English

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

Used to explain why you would like a certain job

English

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

I would like to work for you, in order to...

Used to explain why you would like a certain job

I would like to work for you, in order to...

My strengths are...

Used to show what your key attributes are

My strengths are...

I would say that my only weakness / weaknesses are... . But I am looking to improve in this / these area/s.

Used to reflect upon your weaknesses, but show that you are determined to improve in those areas

I would say that my only weakness / weaknesses are... . But I am looking to improve in this / these area/s.

I would be well suited to the position because...

Used to explain what makes you a good candidate for the job

I would be well suited to the position because...

Application

Motivational Cover Letter

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

Used if you have never had the chance to work in a certain business field, but can demonstrate qualities from other experiences you have had

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

My professional qualifications / skills appear to be well suited to your company's requirements.

Used to explain what skills make you good candidate for the job

My professional qualifications / skills appear to be well suited to your company's requirements.

During my time as ..., I improved / furthered / extended / my knowledge of...

Used to demonstrate your experience in a certain field and ability to acquire new skills

During my time as ..., I improved / furthered / extended / my knowledge of...

My area of expertise is...

Used to show in which field of work your main attributes and experiences are

My area of expertise is...

Whilst working at... I became highly competent in...

Used to demonstrate your experience in a certain field and ability to acquire new skills

Whilst working at... I became highly competent in...

Even when working at high speed, I do not neglect accuracy and would therefore be particularly suitable for the demands of working as

Used to explain why you would be good at the job using the experience gained from your previous employment history

Even when working at high speed, I do not neglect accuracy and would therefore be particularly suitable for the demands of working as

Even under pressure I can maintain high standards.

Used to show that you can work in a demanding business environment

Even under pressure I can maintain high standards.

And thus I would have the opportunity to combine my interests with this placement.

Used to show that you have a personal interest in the job

And thus I would have the opportunity to combine my interests with this placement.

I have a lively interest in ... and would appreciate the opportunity / chance to broaden my knowledge by working with you.

Used to show that you have a personal interest in the job

I have a lively interest in ... and would appreciate the opportunity / chance to broaden my knowledge by working with you.

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Motivational Cover Letter

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

Used to highlight your résumé and show how well the job would suit you

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

My current position as...for...has provided me with the opportunity to work in a high-pressure, team environment, where it is essential to be able to work closely with my colleagues in order to meet deadlines.

Used to display what skills you have gained from your current job

My current position as...for...has provided me with the opportunity to work in a high-pressure, team environment, where it is essential to be able to work closely with my colleagues in order to meet deadlines.

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

Used to show additional skills gained from your current job. Skills that may not normally be associated with your occupational title

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

Motivational Cover Letter - Skills

English

My native language is..., but I can also speak...

Used to show your native language, and also other languages in which you have fluency

English

My native language is..., but I can also speak...

I have an excellent command of...

Used to show non-native languages that you can communicate to a high level in

I have an excellent command of...

I have a working knowledge of...

Used to show non-native languages that you can communicate to an intermediate level in

I have a working knowledge of...

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

Used to show your experience in a certain business area

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

I am an experienced user of...

Used to show what computer software you can use

I am an experienced user of...

I believe I possess the right combination of...and... .

Used to show how balanced your skills are

I believe I possess the right combination of...and... .

Application

Motivational Cover Letter

Excellent communication skills

The ability to share information with and explain things to your colleagues

Excellent communication skills

Deductive reasoning

The ability to understand and explain things quick and effectively

Deductive reasoning

Logical thinking

The ability to construct one's ideas in a precise, well thought-out manner

Logical thinking

Analytical skills

The ability to assess things in detail

Analytical skills

Good interpersonal skills

The ability to manage and communicate with colleagues effectively

Good interpersonal skills

Negotiation skills

The ability to do business deals with other companies effectively

Negotiation skills

Presentation skills

The ability to communicate ideas effectively in front of a large group

Presentation skills

Motivational Cover Letter - Closing

English

I am highly motivated and look forward to the varied work which a position in your company would offer me.

Used when closing to reiterate one's desire to work for the company

English

I am highly motivated and look forward to the varied work which a position in your company would offer me.

I see new tasks / this position as a welcome challenge, which I look forward to.

Used when closing to reiterate one's desire to work for the company

I see new tasks / this position as a welcome challenge, which I look forward to.

I would welcome the opportunity to discuss further details of the position with you personally.

Used when closing to hint at the possibility of an interview

I would welcome the opportunity to discuss further details of the position with you personally.

Please find my résumé / CV attached.

Standard formula used to tell the employer that your résumé / CV is included with the cover letter

Please find my résumé / CV attached.

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Motivational Cover Letter

I can supply references from...if required.

Standard formula used to tell the employer that you are willing to provide references

I can supply references from...if required.

References can be requested from...

Used to tell the employer that you are willing to provide references and who they can contact for these

References can be requested from...

I am available for interview on...

Used to indicate when you are free for an interview

I am available for interview on...

Thank you for your time and consideration. I look forward to the opportunity to personally discuss why I am particularly suited to this position. Please contact me via...

Used to give one's preferred contact details and to thank the employer for reviewing your application

Thank you for your time and consideration. I look forward to the opportunity to personally discuss why I am particularly suited to this position. Please contact me via...

Yours faithfully,

Formal, recipient name unknown

Yours faithfully,

Yours sincerely,

Formal, widely used, recipient known

Yours sincerely,

Respectfully yours,

Formal, not widely used, recipient name known

Respectfully yours,

Kind/Best regards,

Informal, between business partners who are on first-name terms

Kind/Best regards,