

COVER LETTER WRITING IN ENGLISH KEY

SAMPLE COVER LETTER 1: what differences can you notice with a cover letter in French?

Mr. Alexandre Roveret
Roveret
2, rue de Langon
33800 Bordeaux
France
+33 123 456 789
a.roveret@gmail.com

Sender's address
(usually without name)
contact info, above

MTU Group
Careers Office Berlin
Alte Potsdamer Str. 5
10785 Berlin
Germany

Addressee's contact info
= recipient's name and address
below

Date (on the right (UK) or on the left (US)
without place
September 5, 2022

Subject: application for a 3-month internship

Subject line. Ref number to be given if provided in the job ad

Adequate opening phrase
Main body aligned against left-hand margin

Dear Sir or Madam,

Your company, as the Germany's leading manufacturer of aircraft engines, regularly recruits technicians in different fields linked to the conception and production. I am currently a student in second year in Applied Physics and Measurements Engineering, at the University Institute of Technology in Bordeaux and I wish to apply for an internship as a technician from January to April 2023.

For 3 semesters, I have been studying electronics, heat transfers, fluid mechanics, metrology and optics in order to set up chains of measurement, ensure controls and measurements on bench tests.

My scooting engagement for 9 years allowed me to acquire team spirit, a sense of responsibility and open-mindedness. These are values that your company shares as well.

I would also like to join your company because your offers are intended for both civilian and military clients and your activities are varied so it would be a great opportunity to discover the industry world in which I plan to work later.

You will find attached my resume and I remain available to provide you with any additional information you may require.
I am looking forward to hearing from you.

Yours faithfully,

Signature (Handwritten)
Mr. Alexandre Roveret

Adequate closing
Handwritten signature
Sender's name

Disposition la plus usuelle des sections d'une lettre...

selon l'usage britannique

Adresse de l'expéditeur
(sans son nom)

Date (sans lieu)

Adresse du destinataire
(avec son nom)

Référence (mention facultative)

Salutation initiale

OBJET (mention facultative)

Corps du texte
(contenu principal)

Salutation finale

Signature de l'expéditeur

Nom complet de l'expéditeur
(et éventuelles coordonnées complémentaires)

Pièces jointes (mention facultative)

Personnes en copie (mention facultative)

selon l'usage américain

Adresse de l'expéditeur
(sans son nom)

Date (sans lieu)

Adresse du destinataire
(avec son nom)

Référence ou Objet (mentions facultatives)

Salutation initiale

OBJET (si non déjà mentionné) (mention facultative)

Corps du texte
(contenu principal)

Salutation finale

Signature de l'expéditeur

Nom complet de l'expéditeur
(et éventuelles coordonnées complémentaires)

Pièces jointes (mention facultative)

Personnes en copie (mention facultative)

SAMPLE COVER LETTER 2: REQUEST FOR PLACEMENT

Please describe what is said in each part (precise description required) and how it is said. Note the usage of prepositions, tenses, conditional, and expressions of courtesy.

sender's address

Mr. Stéphane Carrier
45 Boulevard Gambetta
38000 Grenoble, France
stephane.carrier@infonie.fr

recipient/

receiver's
address or
position

Mr. Taykan Djoji
Great Himalayan National Park Director
Shamshi, District Kullu,
Himachal Pradesh, 175126
India

date (no place)

January 19, 2022

subject

Subject: request for placement = **unsolicited or spontaneous application**

opening
greetings

Dear Mr. Taykan Djoji,

identity

current activity
skills in brief

(My name is Stéphane Carrier), I am a second-year student at the major Science University in Grenoble, Joseph Fourier, where I study Town and Country Planning. I am also well trained in computer networks and telecommunications, as can be seen in my CV.

context:

-requirements
-targets,
objectives (with
dates), why
destination

Part of our curriculum requires that we take/do/carry out placement in an organisation dealing with the reality of what our future jobs will entail. For me, India is an ideal destination because I am keen on discovering wildlife, Indian religions and morals, so different from our French way of life. I met Ariel Katz, who worked with you in your park last year. He told me it was possible to apply for a five-month placement with the Great Himalayan National Park. This is why I wish to apply for a practical training in your park. The dates would be from July 2023 to December 2023.

-own interests

-propositions of
missions

I am very much interested in mountain and rural areas planning, but also in the sociological changes India has been through since its industrialization. I therefore intend to establish a socio-economic diagnosis on the situation of women and/or farmers in a mountain area. Conducting this practical training in your park would be an opportunity for me to get a new vision of planning.

open to other
jobs **with**
examples of field

Nevertheless, I will stand open to other types of jobs, such as environmental or territorial diagnosis, or any kind of practical training you would perceive as useful to your park. Though still on a learning curve, I am full of energy and eager to help.

appropriate
closing greeting

I would be very grateful if you could advise me in my research and I look forward to hearing from you.

signature

Yours sincerely

name

(space for signature)
Mr. Stéphane Carrier.

enclosed
documents and
references

Enclosure: resume (enclosed/ attached CV) and references

TIPS TO WRITE A COVER LETTER

1. Letter writing rules

- Sender's address in the top right-hand side corner (UK)
- Receiver's address on the left (all elements aligned against left-hand margin)
- Keep the letter to one side of A4 paper
- Align everything against the left-hand margin
- Type the letter unless a handwritten letter is requested
- Sign and write your name at the end of the letter
- Check the presentation and spelling
- Avoid contractions (I'm)
- Use formal expressions
- Write to a named person if possible (See matching exercise below)

2. How to open and close a letter

a) Find the adequate opening phrase in each of the following situations:

You are writing to:	You start with:
1. you don't know the receiver's name	"Dear Sir or Madam", (=no family name) or "To whom it may concern",
2. a woman whose name you don't know	Dear Madam,
3. a woman whose name you know	Dear Ms. Murphy, you want to use this in all cases when family name is known => Dear Ms. + family name
4. a man whose name you don't know	Dear Sir,
5. a man whose name you know	Dear Mr. Whiteford, (=Mr + family name)

b) Now find the corresponding closing phrase:

	You end your letter with :
1. If you open with Sir or Madam,	Yours faithfully (UK)
2. If you open with receiver's name	Yours sincerely (UK) Sincerely/ sincerely yours (US, all cases)
3. A close contact, also someone you know, a colleague you get along with	Best regards / Best wishes (bien à vous, bien cdlt)
4. A person whose name is known, a colleague you know, or known hierarchy	kind regards (amitiés, amicalement, bien amicalement)
(A good friend / family)	Love, luv, xoxo, xxx (affectueusement, bises)

c) Closing:

Be sure to leave 2–3 line spaces between the closing phrase and your handwritten signature and typed name.

3. Content: the main points of the letter

§1. Who you are (identity & current activity)) + Why you are writing (position you are applying for, where you learned about it)

§2. What are your skills and why you are suited to the job

- Qualifications (education)

- Work experience, hard & soft skills adapted to the job

You should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Use several shorter paragraphs or bullets rather than one large block of text. Keep the paragraphs single-spaced, but leave a space between each paragraph.

§3. Why you are interested in the job in the job/position/placement (with a professional project in perspective) + any relevant propositions or projects in case of unsolicited application

§4. Closing paragraph with additional information, contact info and appropriate closing greetings

4. Model phrases for a cover letter

You should use ...	in paragraph ...
a) I am currently studying ... (subject) at ... (institute)	1
b) I would be grateful if you took my application / request into consideration.	4
c) I would like to work with your company to gain valuable experience in...	3
d) I would like to apply for the position advertised in ... (newspaper/website)	1
e) I hope to hear from you soon.	4
f) In my present job I am responsible for ...	2/3
g) I have just completed a work placement at ...(company)	2
h) I am available for an interview at a mutually convenient time / at a time convenient to you.	4
i) During my studies, I have gained experience and knowledge of AutoCad and Labview	2
j) I am writing to inquire (us)/ enquire (uk) whether your company has any vacancies in... (vacancy= job opening = poste vacant).	1
k) I think it would be very beneficial for me to have the opportunity to learn about...	3
l) Please find enclosed/attached a copy of my CV / a letter of recommendation from my tutor.	4
m) I am in my ... (n°) year . I will graduate in ... years.	1
n) I am extremely motivated by the possibility of...(be direct and efficient)	3
o) Further to your advert in ... (newspaper/website)	1

COVER LETTER 3 – Over to you!

Improve and adapt this content to your specific path

Dear Sir or Madam,

As a leading manufacturer of aircraft engines in Germany, your company regularly recruits technicians in different fields linked to the conception and production of engines.

I am currently a second-year student in a University Bachelor of Technology specialized in Applied Physics and Measurements Engineering (BUT), at the University Institute of Technology in Bordeaux.

As I am interested in controlling ... and in conceiving, I would like to apply for an internship as a technician from January to April 2023.

[What kind of companies or laboratories would you like to work for?]

For 3 semesters, I have been studying electronics, heat transfers, fluid mechanics, metrology and optics in order to set up chains of measurement, ensure controls and measurements on bench tests.

[Choose relevant disciplines according to specific path TI, MCPC or MAE and to the job ad].

[Find relevant aspects of the different DU/AOP you are involved in. Say what it implies/means].

*I have also been enrolled in the International Bachelor of my department and institute: this implies to take scientific courses (both theoretical and practical ones) in English and to carry out intercultural projects

*I have also been enrolled in the Technology for Health Bachelor. This means ...

*I have also been enrolled in the Robotics Bachelor, implying ...

...

I would like to use these technical and language skills in a professional environment like yours to contribute to your effort.

Moreover, my scouting engagement for 9 years allowed me to acquire team spirit, a sense of responsibility and open-mindedness. These are values that your company shares as well.

[What about you? What are your hobbies or professionalizing activities?]

Furthermore, I would like to join your company because your offers are intended for both civilian and military clients and your activities are varied so it would be a great opportunity to discover the industry world in which I plan to work later.

[What is your own career plan?]

You will find attached my resume. I remain available to provide you with any additional information you may require.

I am looking forward to hearing from you.

Yours faithfully,
(signature)