

INTERPRETING JOB OFFERS AND MAKING YOUR PROFILE MORE ATTRACTIVE

COVER LETTER SECTIONS

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COVER LETTER SECTIONS – EXAMPLES

INSIDE ADDRESSES

<p>The Royal Bank of Scotland PLC 36 St Andrew Square Edinburgh United Kingdom EH2 2YB</p>	<p>235 rue du Bontravail 75021 Paris, France + 33 (0) 6 12 34 56 78 merry.goodworker@gmail.com</p> <p>November 25, 2014</p>
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SUBJECT LINE AND SALUTATION

UK STYLE

<p>Dear Mr. White,</p> <p>Re: Position as Intern in Readiness and Preparatory Support Programme</p>

US STYLE

<p>Re: Position as Intern in Readiness and Preparatory Support Programme</p> <p>Dear Mr. White,</p>

EXAMPLES OF “YOU” (THE ORGANIZATION) FOLLOWED BY “I” (THE CANDIDATE) PARAGRAPHS

As a member of Great Britain's “Magic Circle” of law firms, John Doe, Doe and Dean is one of the ten largest law firms in the world and is present in capital cities on every continent. You might thus be interested in an intern in the litigation and dispute resolution department of your law firm with a broad multicultural background and who can easily adapt to the needs of your international clients.

Originally from the Czech Republic, I have done my Sixth Form in the UK and am currently pursuing my undergraduate studies at SciencesPo Paris, a leading social sciences university in France. My language skills will serve an organization well in communication with international clients; I am fluent in Russian, English Czech and Slovak, in addition to my intermediate level in French and German. Of course, my knowledge of Economics, Finance, Business Law, General Law, and Information Management and Research as well as European regulations will allow me to be proactive in working cooperatively with your clients.

MSDND Consulting is well known for the high-quality service it delivers and its ability to offer fast and effective business solutions for clients with international portfolios. It would seem then that MSDND Consulting would be interested in hiring enthusiastic analysts with a multicultural background.

My having followed an intensive academic program at SciencesPo in negotiation and mediation should serve me well when liaising between clients and industry experts. My commitment to excellence, unambiguously demonstrated by my being Valedictorian at some of the best European universities is proof of my motivation to achieve goals.

EXAMPLES OF “WE” PARAGRAPHS AND SALUTATION

Please find attached my resume. I look forward to the pleasure of meeting you and discussing how our working together can help us reach our shared objectives.

Yours sincerely,

Signature
Merry Candidate

Please find attached this cover letter along with my resume. I look forward to the pleasure of meeting you and discussing together how my background fits (name of company)'s needs as described in the job advertisement.

Yours sincerely,

Signature
Merry Candidate

Please find attached this cover letter along with my resume. It would be greatly appreciated if you would contact me so we could discuss together how I can work with you to work toward ... (e.g. better world health, greater security world-wide, better conditions for refugees...)

Yours sincerely,

Signature
Merry Candidate