

Guidelines for the writing of a cover letter

Do you know what the purpose of a cover letter is?

You can justify the facts provided in your CV and express your willingness and enthusiasm to work at the position you apply for.

KTU Career and Education Centre provides the guidance material for the writing of a cover letter.

Simple and clear structure will help you to write the essential information. The paragraphs not mandatory in your cover letter are marked by a star (*).

Try to make your letter informative but short (up to 1 page).

01. Introduce yourself – write the field and year of your studies.
02. On top of your cover letter (before the main body of the text) specify the position you apply for. For example, Name Surname; Cover letter; Regarding the position of X.
03. Write the reasons why you would like to complete an internship/be employed at this organisation. Maybe your activities or study field is related to the position offered by the company (you have the required competencies)? Highlight the aspects and the activities offered in the internship/job offer that you find most interesting. Important! You have to prove that you are really interested in this internship/job position.
04. Write why you are particularly suitable for this position. Provide examples proving that you have sufficient knowledge for the offered internship/job position. Important! Prove your competitive advantage (studies, additional experience, courses). In your letter, emphasise the added-value to be received by the organisation if you become a member of their team, besides the statements why you want to work/complete an internship there.
- * 05. If an advertisement specifies any additional requirements (for example, knowledge of software), reasonably state if you comply with these requirements. Do not forget that you can either list your alternative skills or acknowledge that you do not comply with all the requirements but emphasise your willingness to improve and learn.
- * 06. Shortly answer the question if this internship/job position is a part of your planned career path?
- * 07. Short information about your additional competencies that you have not mentioned before but consider to be useful in this position. Critically assess your skills and competencies but do not underestimate yourself. All the additional activities provided you with certain knowledge!
08. Thank for their time.

Thank you for your time and I hope you will consider my candidacy.

Respectively (note that commas should be placed either after both opening and closing formula or after neither).

Name Surname

Important details while writing a cover letter.

Do not think that writing a cover letter is a fast and easy task – take time to write the text and consider every sentence. When you finish writing, do not send it right away; read your letter in a few days and you may find something to correct in the text.

While writing, use correct language, do not make mistakes – prepare a coherent text that is easily read and convincing; it will distinguish you from other candidates. Use language editing tools online.

Do not use long sentences. The tone of your cover letter is positive, enthusiastic; it makes people want to talk to you in person. Do not try to make the text sound very academic, too neutral, as if written by a professor or a writer.

Write a draft and correct it constantly, until you like the text and it properly conveys your essential ideas.

Allow others to read your cover letter. Your friends, who know you, can help you correct the mistakes, use the required highlights, delete the unnecessary information and correct the tone.

A cover letter is a personal application; therefore, it has to be personal. If you read the letter and think that you could use it as a template – reconsider its content. A letter has to contain your unique story, personal motivation, individual life experience and aspirations.