

# COVER LETTER for application with CV

## BODY OF A COVER LETTER

Reason for writing to this company	<i>I am writing in response to the advertisement for the position as an analytical chemist that appeared in the January issue of the New Scientist</i>
Underline strong points from resume	<i>As you will see from my enclosed CV, I graduated with a Diplôme d'Ingénieur which is the equivalent of an MSc specialised in organic and analytical chemistry</i>
Express motivation to work for this company	<i>I think that the additional experience I acquired during my two internships at Pharmaco will be of interest to you as a leader in the field of pharmaceuticals. I would like to point out that this is an area which motivates me strongly to start a career.</i>
Mention enclosed resume and follow up	<i>Please find enclosed my resume. I would of course be pleased to supply any further information</i>

## EXPRESSIONS for cover letters

**RE** : application for the post of engineer in quality control / application for an internship in chemical engineering

### Reasons for writing

- \* I am writing in response to the advert for a position as.... published in the January issue of X Journal.
- \* I am writing on the recommendation of MrX.
- \* When checking out your internet site , I discovered that you were involved in the field of..... and more particularly..... Since I intend to start a career in this field, I am writing to enquire about the possibility of....
- \* In a recent article I discovered that your were involved in the field of..... and contemplated opening a new site in...../ starting an new project in.....
- \* Mr X suggested that I contact you about the possibility of getting a position as....
- \* I am writing to you to enquire about the possibility of getting a position as...
- \* In a recent interview at the Student Forum, Mr X mentioned your intention to expand your research activities and to recruit young graduates in...
- \* I will be graduating in June and I am interested in finding a Summer employment.
- \* I am a 3rd year student in ..... As an integral part of my degree requirement, I am expected to carry out a 2 months' internship.

### Underline strong points

- \* I am enclosing a resume for your consideration.
- \* As you will see from my enclosed CV, I studied...../ specialised in...../ carried out internships....
- \* I feel I have the necessary qualities, skills and experience for the position as....
- \* I would like to take the opportunity of this internship to develop my knowledge and acquire practical skills / to apply my theoretical knowledge of....

### Express motivation to work for this company

- \* In order to gain practical experience, I would very much like to be part of your biochemistry lab.
- \* This internship would be a great opportunity to apply my knowledge of ..... and to experience work in an English-speaking environment.
- \* I feel certain I can contribute to Xco by....
- \* I would very much like to be part of a research team.

- \* As a recent graduate in....., I feel your lab is the ideal place to begin a career.
- \* I feel sure that X would offer the challenging environment I am looking for.
- \* I am especially attracted by.....
- \* My objective is to acquire/ develop/....
- \* As a leader in ....., your company could provide the best possible opportunity to apply my skills in computer programming.

### **Practical details**

- \* I will be available from..... till.....
- \* I will graduate in June with the equivalent of an MSc in.....and could start working on the 1st of July.

### **Mention language skills**

- \* I have a good working knowledge of oral and written English.
- \* I obtained a score of..... at the TOEIC which guarantees that I can be operational immediately after arrival
- \* I have already carried out an internship in Great Britain and can guarantee that my adaptation to an English-speaking environment will be very quick.

### **Follow up**

- \* Please feel free to contact me by phone or e-mail.
- \* I can supply the names and addresses of referees upon request.
- \* You may contact me for an interview by phone at your convenience.
- \* I will be visiting Great Britain next month and can meet you at your convenience during this period.
- \* If you need any reference, you can contact Prof..... at this e-mail address:

### **End of letter**

Thank you for considering my application.  
Looking forward to hearing from you soon.  
Yours sincerely