

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