

# Cover Letter Guidelines & Samples

## PURPOSE

A cover letter is a brief written introduction that indicates the applicant's interest in a particular opportunity, demonstrates his or her knowledge of the organization, and emphasizes his or her most relevant skills. This letter accompanies the CV whenever an applicant applies to an opening. The letter should be customized to a specific opportunity and clearly state how the applicant's qualifications will make a contribution to the organization.

Cover letters should be written in a professional tone and use a standard business letter format. They should be addressed to a specific person and include that individual's title as well as the name of the organization. If it is impossible to find a contact name, "Dear Sir or Madam" is an acceptable greeting. If printing the letter, use the same style paper as the CV.

## SAMPLE FORMAT

Your address  
Today's date

Employer's name  
Employer's title  
Organization name  
Employer's address

Dear Mr./Ms. \_\_\_\_\_:

### First paragraph:

State the reason you are writing. Attract the employer's attention by pitching the letter to his or her needs or interests, rather than to your career goals.

### Middle paragraph(s):

Express your interest in working with that particular employer/organization. Explain how your abilities, background and qualifications will enable you to contribute to the organization. Using brief examples, demonstrate how your specific skills, strengths or personal attributes are relevant to the position. You may emphasize one or two items from your CV, but try not to be redundant. The cover letter supplements your CV, highlighting your special qualities that might help persuade an employer to contact you. Keep the content of the letter oriented to the employer's needs, not yours.

### Final paragraph:

Reiterate your interest and ask to set up an interview at the employer's convenience. Thank the employer for his or her time and consideration. Restate your contact information.

Sincerely,

Your name

**TIP:** When e-mailing your cover letter and CV, it is advisable that you either insert the cover letter text into the body of the e-mail message or attach the cover letter to the message as a pdf file, which will ensure that your formatting will not get distorted.

PO Box 129 188  
Abu Dhabi, UAE  
[Today's Date]

Mr. Sam Saadiyat  
Assistant Vice President  
International Banking Corporation  
PO Box 111 111  
Dubai, UAE

Dear Mr. Saadiyat:

I am interested in the Summer Analyst Internship position you listed on NYUAD CareerNet. My unique educational background and strong quantitative skills are an excellent match with the responsibilities you described.

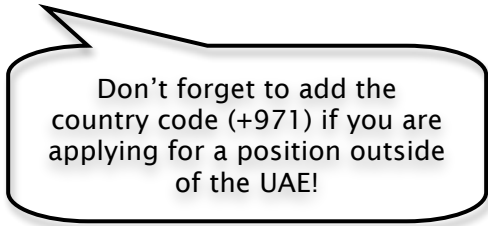
As a Mathematics major at NYU Abu Dhabi, I have completed several quantitative courses where financial modeling was often integrated into our applied problem sets. Studying within a global institution, I have been encouraged to identify and appreciate the connections between political and economic events around the world. Because the International Banking Corporation conducts business across global markets, this attribute makes me a strong fit.

Beyond the classroom, I have gone out of my way to gain additional knowledge that combines my quantitative skills with my emerging interest in financial services, including an understanding of various valuation techniques and models based on regression analysis. Having taken the initiative to build this foundational knowledge, I am excited about the opportunity to apply it in an internship setting, specifically at a company with a unique global mission.

Thank you for your time and consideration. I would greatly appreciate the opportunity to set up an interview with you as soon as possible. Please contact me by phone (0)50 123 4567 or email (ss123@nyu.edu) at your convenience. I look forward to hearing from you.

Sincerely,

Sama Student



Don't forget to add the country code (+971) if you are applying for a position outside of the UAE!

PO Box 129 188  
Abu Dhabi, UAE  
[Today's Date]

Dr. Barbara Rosenberg  
Principal  
Sunshine Elementary School  
PO Box 111 111  
Abu Dhabi, UAE

Dear Dr. Rosenberg:

I am writing to express my interest in the Volunteer After-School Tutor position that you posted on NYUAD CareerNet. I believe that my passion for working with children along with my knowledge of cognitive development make me a strong candidate.

As a Summer Camp Counselor over the last four years, I helped to create developmentally appropriate programming, including a reading enrichment group and a science club. I not only worked with a team to create the curriculum, but I also implemented the programs themselves. By informally assessing small groups over the course of each summer, the campers' growth and development both academically and socially was visible.

As a student at NYU Abu Dhabi, I have completed several relevant courses, including Developmental Psychology, Cognition, and Language and Mind. The reading and research I completed reinforced my understanding of children's cognitive and social development, which will help to make me a better tutor.

I am very excited to apply for this opportunity and look forward to setting up a meeting with you in the near future. Please find my CV attached and feel free to contact me at (0)50 123 4567 or va123@nyu.edu if you have any questions. Thank you for your time.

Sincerely,

Violet Albert

PO Box 129 188  
Abu Dhabi, UAE  
[Today's Date]

Ms. Amanda Spencer  
Assistant Vice President  
International Banking Corporation  
PO Box 111 111  
Abu Dhabi, UAE

Dear Amanda:

I want to thank you very much for meeting with me yesterday to discuss the Summer Analyst Internship position. I enjoyed speaking with you and learning more about responsibilities and opportunities that I would have as an intern at International Banking Corporation.

My enthusiasm for the position and interest in working for you were strengthened as a result of our interview. Our conversation reinforced that the International Banking Corporation is a leader in the global financial markets. I am confident that my interest in financial services, my academic background, and my strong quantitative skills make me an excellent candidate for the position.

Thank you again for the opportunity to interview with you. Please do not hesitate to contact me if I can provide you with any additional information. You can reach me by phone at (0)50 123 4567 or by email at ee123@nyu.edu. I look forward to hearing from you.

Sincerely,

Ellie Electra

Tip: thank you letters are most effective when they are tailored to the recipient. Don't forget to remind the recipient of your USP (unique selling points) and succinctly reiterate how you are the best fit for the position.