

Format of a Cover Letter

A cover letter must give the recipient a reason to be interested in you. It must also explain why you are interested in the position and the organisation.

Cover letters / Job applications a type of formal letter, therefore, they follow a similar format. Given below is a basic outline for the cover letter.

Sender's Address

Date Designation / Name of Addressee

Address of Addressee

Salutation

Subject

1. **Introduction:**

The lead sentence should state the position you are pursuing. Also mention how you learnt about the opportunity or the company.

2. **Body:** Highlight the **most relevant skills and experience** from your resume. This section of your cover letter should contain a **detailed description of what you can offer** to the company. Therefore, you must make strong associations between your capabilities and the requirements mentioned in the job description. Highlight and explain clearly how and why your skills and experience make you a suitable candidate for the job. Also Explain why you are interested in the job, and convey your awareness of what the company does to show that you have done careful research already.

3. **Conclusion:** Conclude your application letter by thanking the employer for considering you for the position. Include information on how you will follow-up, when can an interview or face-to-face interaction be done . Complimentary Close Signature (Name in Capital letters)

28/56-J, Second Floor,
Mayur Vihar Delhi
Sulekha.sharma@gmail.com 24th July 2018.
H.R. Manager,
XYZ Ltd.
254, Safdarjung Enclave,
Delhi.

Dear Sir,

Subject : **Application for the post of Chief accounts Officer**

This is with reference to your advertisement in 'The Times of India' dated July 22, 2018, for the post of Chief Accounts Officer, in your esteemed organization. I hereby wish to apply for the same. Please find attached herewith my resume for your review.

I believe that my qualifications and professional experience highlighted in the enclosed resume will strongly indicate what I would be able to contribute to the value created by your organization. I assure you of my utmost sincerity and dedication if an opportunity is given to me.

I will be readily available for a personal interaction in case my candidature is considered for the aforesaid post. I look forward to a positive reply.

Thank you for your time & consideration,

Yours Sincerely,
Sulekha Sharma.

B-343, First Floor

Gandhi nagar Udaipur ,

RAJASTHAN

manika .verma@abcmail.com

July 20, 20XX

H.R. Manager

Air Atlantic 237,

Safdarjang Enclave

Delhi

Dear Ms. Giri

SUBJECT: Application for the post of Flight Attendant

This is with reference to your advertisement in 'The Times of India' dated July 15, 20XX for the post of Flight attendant in Air Atlantic. I wish to apply for the same. I am confident that my dynamic customer service and teamwork skills will make me a strong member of your crew.

My extensive experience in the customer service industry has taught me the value of providing positive, individualized service to all customers. As a restaurant host, I made sure to promote each guest's comfort and well-being. As an award-winning sales representative, I worked one-on-one with customers to ensure that all of their questions about products were answered and that each customer felt listened to. I would bring this positive energy and hospitality to my job as a flight attendant at Air Atlantic.

My experience and strength as a team player will also make me a strong crew member. As a host, I had to be in constant communication with the wait staff , the kitchen, and the management. My positivity and clear communication skills helped strengthen our team's efficiency and sense of community. I know I would be an integral part of the dynamic crew at Air Atlantic.

I would love the opportunity to speak with you about how my skills and experience would make me an asset to your flight crew. I will call you in a week to discuss how I can contribute to Air Atlantic. Thank you so much for your time and consideration.

Sincerely

Manika

(Manika Verma)