

HOW TO

Write a cover letter



LASTNAME Name
Phone
Email
Address

Empowering Youth in Cambodia
contact@eycambodia.org
+855 12 905 854

Information
of the
company

Dear Mr/Mrs [*name of the receiver*],

My name is [*your name*], and I am writing to you today to express my interest in [*name of the company*]. I recently graduated with a Bachelor of [*name of your bachelor*], and I have experience in [*area of work*]. I am adept at [*work tasks you like to do*].

Presentation

I have spent [*number of years/months*] as a [*former job position*] for the [*former company's name*]. I helped them [*list the main tasks you had during this job, and how they helped the company*]. During my time at [*former company's name*], I worked with [*softwares, tools you used; people you met*], and I enjoyed learning [*new knowledge and skills your former position gave you*].

Professional
experiences

[*Name of the company*] relies on [*company's characteristics*] to [*company's goals*]. I also appreciate [*things you like about the company you want to join*].

About the
company

I am very skilled at [*your main skills*]. I also have a history of [*things you successfully achieved in your former jobs*]. I believe that I will be able to use my experience and knowledge to help your company meet its goals by [*assets you can bring to the company*].

Skills

Upon carefully reviewing the job description, I am confident that [*your strengths*] make me an excellent fit for [*name of the company*]. I would like to thank you again for taking the time to review my application and resume, and I welcome the opportunity to discuss my qualifications with you in detail.

Conclusion

Yours Sincerely,
[*your name*]

Signature