



INSERTION PROFESSIONNELLE

CANDIDATER EN ANGLAIS

English Language Covering Letters

Why?

- You must start by stating **why are you interested in the job** (if it is based on an advert) and **why you are interested in the company** (if it is a speculative application)
- This is a way of giving complementary information to your CV, the importance is to **add to your CV and not repeat** what you have previously said.

What's the aim?

- **Convince** the company
- **Make them want to meet you**

Specific qualities?

- Quality and conciseness of your content
- Well written
- Attention to the layout

Essential Information

Find out about the company beforehand:

- Their status, their structure, their staff, their size, their key figures, their location,
- Their activities (main and spinoff), their values, their HR policy, their professions, ...
- Their current affairs and background

Try to put yourself in the place of the hiring manager and analyse their expectations.

If you are applying to a specific offer: analyse the key words in the advert

Select your main strengths (skills, specific relevant experience) **in relation to the position and/or company** which would be a sign of **implication** and **fast track knowledge** of the position for the company.



THE LAYOUT OF YOUR LETTER

- 1- **From** (your details)  There is **NO 'SUBJECT'** at the beginning of an English language Covering Letter
- 2- **To** (Name (if known) and position within the company, company name, address)
- 3- **Date**
- 4- **Dear...** (always start your letter with 'Dear')
- 5- **Body** (always remember a beginning, middle and end)
- 6- **Appropriate ending**
- 7- **Signature**

How you start the letter dictates how you end the letter:

Dear Mr. X - Ms. X / Yours sincerely (UK) - Sincerely (USA)
Dear Sir or Madam - Dear Hiring Manager / Yours faithfully (UK)
Sincerely (USA)

You **MUST use the name of the person** if you know it, it is not a mark of respect to start Dear Sir or Madam / Dear Hiring Manager, it simply means you do NOT have the person's name.

The **ONLY acceptable titles** are: Mr. (man) / Ms. (woman)

Don't forget to JUSTIFY the body of the letter

- **1 page** maximum / **Typed** unless otherwise mentioned
- Keep **sentences short** / Use "I" and pro-action verbs
- Use **key words** (from the job offer and your domain...)
- Remain **humble at all times**
- **Perfect spelling and grammar**
- No abbreviations or acronyms

Ms Jones
Hiring Manager
SUCCESS Company
41 Grosvenor Street, Mayfair
W1K 3HL LONDON

1

1st June 2022

3

Dear Ms Jones,

4

Paragraph 1 – (state the job you are applying for, where you heard about it, dates)

Paragraph 2 – (why you are interested in this domain, why the job and company attracts you)

5

Paragraph 3 – (summarise your relevant strengths, what the company can teach you, relate your skills to the competencies required for the specific position)

I am available for an interview at your convenience / from the 3rd July and I look forward to hearing from you soon.

Yours sincerely / Yours faithfully / Sincerely

6

SIGNATURE

7

Leslie Smith

2

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What do you need to say in your Covering Letter ?

THE CONTENT

INTERNSHIP

You are there to develop skills, decide on your career path AND actively contribute to the employer

WORK-STUDY PROGRAMME

You are there to work whilst you develop new skills which can be put to use for the benefit of the employer

JOB

You are there to work and help the employer achieve their objectives



Why are you applying? Current situation and application



- Explain concisely your **current situation** (name of current certificate, location, ...)
- Don't forget to say **which job you are applying** for (if you are answering a job offer)
- Say **when you are available and how long for** (in the case of an internship, work-study programme)



Why are you interested in this specific company? How do you envisage your role?



- Using the information in the job advert and your goals and values, **explain why you want to integrate the company**
 - Use the company **values** and yours, the **company background** and yours, your **interests for their products**, their **technology**, their company policy, location, environmental commitment...

Internships and Work-study Programmes: show how this work experience will help you achieve your professional objectives by clearly laying them out.



Why are you interested in the position? Why do the assignments motivate you?



- Link the **assignments given** and your personal motivation for them.
- Is there anything in the job description that cannot be found elsewhere? Use it!

Speculative Applications: explain the types of assignments that you are interested in and that you would like to be involved in.



Why are you THE right candidate for the position?



- State the **skills** (knowledge / know-how) that you can valorise for the position and the employer. REMAIN HUMBLE.
- Explain how **your previous work experience may validate your application**.
- Show that you have **the necessary skills to be immediately operational** by linking your experience to the assignments mentioned (if you are applying to a specific job offer).
- Don't forget to highlight **the personal strengths that show that you would be a pleasant co-worker** (your way of working, your organisational skills...)



Your letter must be clearly written so as to show that you have a real desire to work for that specific employer

Contact : scuioip-baip@umontpellier.fr

Retrouvez toutes nos actualités : @scuioip UM

