

COVER LETTER_ USEFUL EXPRESSIONS

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Opening:

I wish to apply for the post of...which you advertised in...on...

I am writing in response to your advertisement posted on...

I read your advertisement for an experienced...in the...issue of...with great interest.

I have pleasure in applying for the advertised position, as...

I would like to apply for the position of...

Currently I am working for... and my responsibilities include

Reasoning

I am particularly interested in this job, as...

My strengths are...

I would say that my only weakness / weaknesses are... . But I am looking to improve in this / these area/s.

I would be well suited to the position because...

Although I have no previous experience in..., I have had...

My professional qualifications / skills appear to be well suited to your company's requirements.

During my time as ..., I improved / furthered / extended / my knowledge of...

My area of expertise is...

Even under pressure I can maintain high standards

Skills

I have an excellent command of...

I have a working knowledge of...

I believe I possess the right combination of...and...

Excellent communication skills

Logical thinking

Good interpersonal skills

Good negotiation skills

Closing

I would welcome the opportunity to discuss further details of the position with you personally.

I see new tasks / this position as a welcome challenge, which I look forward to.

Please find my résumé / CV attached.

I can supply references from...if required.

I am available for interview on...