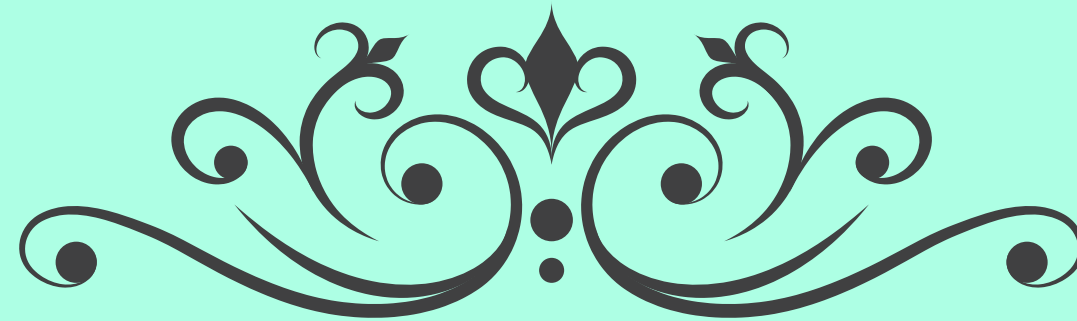
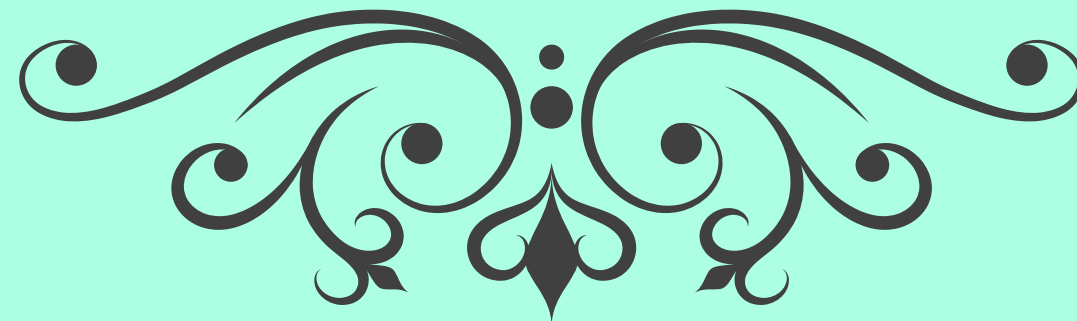




KEMENTERIAN PENGAJIAN TINGGI



COVER LETTER WRITING



**DUE50032
COMMUNICATIVE ENGLISH**

**NURIZAN BINTI SAURY
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PREFACE



Firstly, endless praise to our Creator, Al Hakeem, The Most All-Wise for the blessings to enable us to plan, draft and write this teaching material reference. The urge to get a simple but contextual reference in teaching a topic in DUE50032 course has triggered our commitment to come out with this Cover Letter Writing E-Book. It is also meant to accommodate other colleagues to find quick teaching materials for their T&L preparation process. May students benefit some skills and knowledge for their future undertakings. We extended our appreciation to the supportive Head of Department as well colleagues for making this impossible process possible. Thank You.



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Learning outcomes;

By the end of this chapter, you will be able to;

- 1. Write solicited and unsolicited cover letters using an appropriate formal letter format, highlighting qualifications, experiences, skills and personal information that address employers' needs**
- 2. Organize the contents of the cover letter in a logical manner**



WHAT IS A COVER LETTER

- 01 A one-page document sent alongside your resume when applying for a job.
- 02 A document that introduces you to the potential employer and explain why you are suitable for the job
- 03 Purpose – to get you an interview, NOT a job.



WHAT IS A COVER LETTER

O4

A good cover letter can spark the HR manager's interest and get them to read your resume.

O5

A bad cover letter, on the other hand, might mean that your application is going directly to the paper shredder. So, to make sure this doesn't happen, it's essential to know how to write a convincing cover letter.



HOW TO WRITE A COVER LETTER?

STEP 1

1 Pick the right cover letter format.

- First, you need to format a cover letter so that it looks presentable and follows all the rules of business letter formatting etiquette.
- Secondly, your cover letter must be structured in a way that makes hiring managers grasp your value proposition fast.



Your Name
Address

Date

Name of Receiver (If any)
professional Title
Company Name
Address

Dear _____:

SUBJECT LINE

First paragraph: this is your cover letter introduction. It is where you are going to grab the employer's attention and make them want to read the rest of your cover letter. **Be direct:** tell the reader explicitly which position you are applying for and where you heard it. Name-drop if you have a good connection. State why you believe you are a good match for the position and the organization, including 2-3 key qualifications that you will address in the rest of the letter.

Second paragraph: Because you just graduated from PKS, you should place an emphasis on your **college coursework**, **internships** and other **experiences** that show your employability. You should focus your cover letter's body around the two-three qualifications you mention in the introduction. Give specific examples to prove where you got these skills and how you have used them before. Tell a story; do not just list your skills. Refer to your resume; do not repeat it. Do not use contractions.

Third paragraph: This is an important part of your graduate cover letter because it helps employers compare your qualifications and allows you to emphasize what you offer. You may discuss what you know (and like) about the company. This is the chance to impress the employers even further by showing them that you care enough to do some background research on the company, and how you can contribute to their mission. Feel free to mention any current events, information about the company's history, their core values, or their mission statement.

Closing line: The final paragraph is where you are going to close your cover letter. Summarize what you could bring to the position and request an interview or a phone call.

Sincerely,

Your Signature

Your Name

Your name

Your address

Date

Subject Line

Complementary close

Your Name
Address

Date

Name of Receiver (If any)
professional Title
Company Name
Address

Dear _____

SUBJECT LINE

First paragraph: this is your cover letter introduction. It is where you are going to grab the employer's attention and make them want to read the rest of your cover letter. **Be direct:** tell the reader explicitly which position you are applying for and where you heard it. Name-drop if you have a good connection. State why you believe you are a good match for the position and the organization, including 2-3 key qualifications that you will address in the rest of the letter.

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Closing line: The final paragraph is where you are going to close your cover letter. Summarize what you could bring to the position and request an interview or a phone call.

Sincerely,

Your Signature

Your Name

Receiver's title &
address

salutation

Introduction paragraph

Body paragraph(s)

Closing paragraph

Step 2:

Type your name,
address, date, and
receiver's name,
professional title and
address.



Chia Ping Howe
797, Lorong 6
Taman Suria
93050 Kuching



4 October 2021



Hiring Manager
Allegion Sdn Bhd
Jalan Astana
93050 Kuching





Step 3:

Address the recipient with formal salutation.

Always try to address your cover letter directly to the specific person who will be reading it.

For examples:



Dear Mr.Maulana



Dear Ms.Aabidah

If you can't find a specific person to address your cover letter to, you can use the following examples:



**Dear Human Resource
Manager**

**Dear Hiring
manager**

**Dear Hiring
Department**

Step 4:

Type your subject line.

Subject line is to indicate the purpose of the letter.
For a job application, your letter may include the job title.

Examples::

APPLICATION OF POSITIONING FOR PRACTICAL TRAINING

APPLICATION FOR THE POST OF GRAPHIC DESIGNER

Step 5:

First paragraph

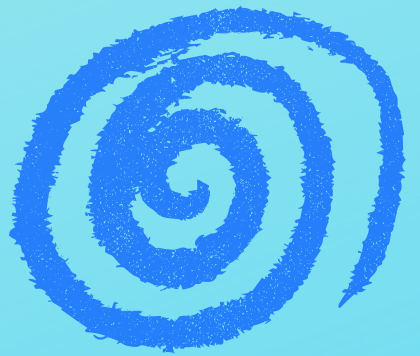
This is your cover letter introduction. It's where you are going to grab the employer's attention and make them want to read the rest of your cover letter.

- **i. State the purpose of sending the cover letter.**
-
-
-
-

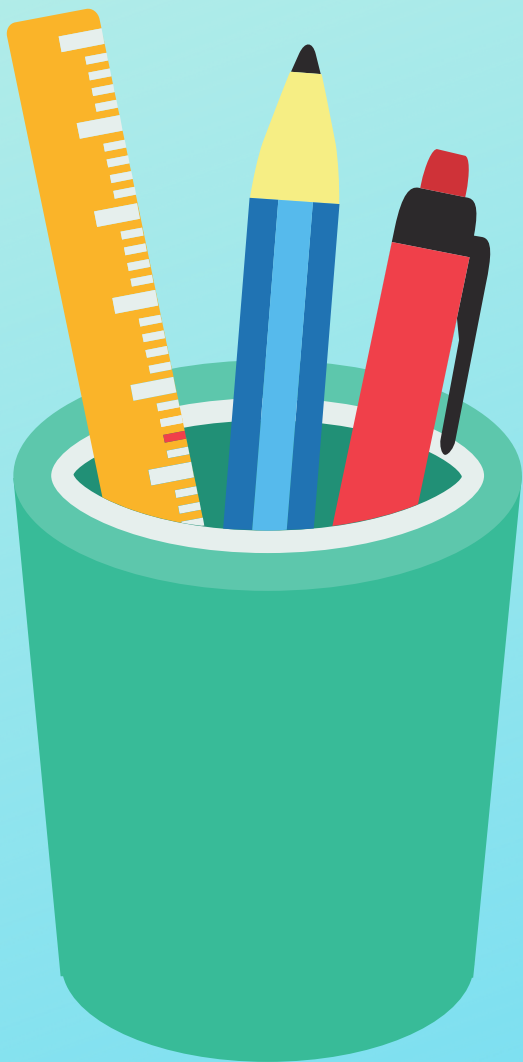
- **ii. Highlight the position you are interested in.**
-
-
-
-


- **iii. Describe your interest in the position and company.**
-
-
-
-

First paragraph: This is your cover letter introduction. It's where you are going to grab the employer's attention and make them want to read the rest of your cover letter.



- i. State the purpose of sending the cover letter.
- ii. Highlight the position you are interested in.
- iii. Describe your interest in the position and company.





EXAMPLES

- I am writing to express my interest in the position of (job position) in your esteemed company.
- I refer to your advertisement for the post of (job position) which was advertised on (name of website) and would be interested in filling up the position.
- I would like to express my interest in applying for the position of (job position) that was recently made available in your company.



EXAMPLES

- **I wish to apply for the post that was advertised (name of website)and would like to be considered for the above-mentioned position.**
- **I have pleasure in applying for the post of (position) which was advertised on (name of website)and I believe I have the qualification you required.**



Step 6:

Second paragraph: highlight your education background.

Because you just graduated from PKS, you should place an emphasis on your college coursework, internships, extra- curricular activities, and volunteer work experience that show your employability.

Give specific examples to prove where you got these skills and how you have used them before and connect them with the company you want to work at. Tell a story; do not just list your skills.





Examples::

Highlight your educational background...(1)

*** I am presently a student at (name of institution), due to graduate in (state the month and year of your anticipated graduation).**

*** I am pursuing a Diploma in (name of educational qualification) at (name of your institution) with an expected completion date of (state the month and year of your anticipated graduation).**



Examples::

Highlight your educational background...(2)

***I am a recent graduate from (name of your institution) with a Diploma in (name of your educational qualification).**

***I have recently obtained my Diploma in (name of your educational qualification) at (name of your institution).**





Examples::

Closing statement for your educational background...(1)

*** Throughout my education, I have acquired the necessary knowledge and skills that would make me the ideal hire for this position.**

***The extensive training and knowledge that I received during my studies will certainly make me an ideal candidate for this position.**





Examples::

Closing statement for your educational background...(2)

***With my educational background, I know I can use my skills and knowledge to quickly become a valuable member of (name of company).**

***I am confident that my educational background has adequately prepared me for making a strong contribution to (name of company).**

*** Although I am a recent graduate, my (state your skill) and (state your skill) will make an excellent candidate for this position.**





Examples::

Highlight experience...(1)

***I gained experience in the field of (name of your field) during my industrial training at a reputable company in (name of city). (Elaborate with examples of what you gained from your industrial training).**

*** While pursuing my Diploma in (name of your educational qualification) at (name of your institution), I held my industrial training at a reputable company in (name of city). (Elaborate with examples of what you gained from your industrial training).**





Examples::

Highlight experience...(2)

***During my industrial training at a reputable company in (name of city), I improved my knowledge of (name of your field and/or highlight your skills).**

*** Whilst having my industrial training at (name of company), I became highly competent in (name of your field and/or/ highlight your skills).**





Examples::

Highlight skills... (1)

- * This position particularly interests me because it would enable me to make full use of my (highlight your skills).**
- * I have (highlight your skills) that can be very useful in carrying out duties for the above-mentioned position.**
- * I believe I can make a positive impact in (elaborate how you can use your skills).**
- * I possess the right combination of (highlight your skills) and I am confident I would be an asset to your organization.**



Examples::

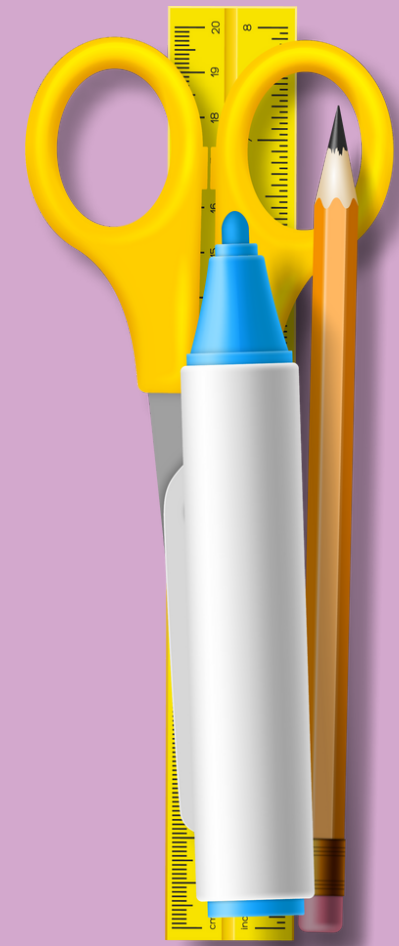
Highlight skills...(2)

***I have a very strong interest in (elaborate how you can use your skills).**

***I am particularly interested in this job as (highlight why you would like the job).**

*** I would be well-suited to the position because (explain what makes you a good candidate for the job).**

*** Although I have no working experience in (field), I have has (demonstrated your skills and qualities).**



Second paragraph: highlight your education background.

Because you just graduated from PKS, you should place an emphasis on your college coursework, internships, extra-curricular activities, and volunteer work experience that show your employability.

Give specific examples to prove where you got these skills and how you have used them before and connect them with the company you want to work at. Tell a story; do not just list your skills.



step 7

Third paragraph: reiterate your interest.

i. Reiterate your interest in the position.

ii. Request for an interview.

iii. State your attachment in your letter – resume.





Examples

Reiterating Interest ..(1)

- ☒ ***Obtaining the (name of position) position would be a dream come true.**
- ☒ ***With the combination of my experience and skills, I am confident I would make a great fit for this position.**
- ☒ ***I believe that my skill set perfectly matches your requirements.**







Examples

Reiterating Interest..(2)



 ***I have a lily interest in the position and would appreciate the opportunity to broaden my knowledge by working with you.**

 ***I see this position as a welcome challenge, which I look forward to.**





Examples

Requesting for interview..(1)



- * I hope you will grant me the opportunity of an interview to convince you of my suitability as (name of position) in your company.**
- * I would appreciate the opportunity to meet with you to convince you of my suitability as (name of position) in your company.**
- * It is my sincere hope that we will meet for an interview to discuss any questions you may have.**



Examples

Requesting for interview..(2)

- * Should you desire to have me for a personal interview, I am very willing to see you at your most convenient time.**
- *I would welcome the opportunity to meet and speak with you in person.**
- *I would welcome the opportunity to discuss further details of the position with you personally.**





Examples

Stating attachment

- Attached herewith you will find a copy of my resume for your reference.
- A copy of my resume has been attached for your review.
- Attached herewith is a copy of my resume that details my qualifications and skills.
- As you can see from my attached resume, my qualifications and skills match this position's requirements.



Step 8:

Fourth paragraph: include a call to action.

- i. Include a call to action**
- ii. State your appreciation.**

Concluding with a call to action

- **I am looking forward to hearing from you about scheduling an interview.**
- **I look forward to hearing from you soon.**
- **I look forward to your response.**



Step 8:

State your appreciation

- **Thank you for your consideration.**
- **Thank you for your considering me for the position.**
- **Thank you for your time and consideration.**
- **Thank you for taking the time to review my application and consider me as a candidate.**

PARAGRAPH BY PARAGRAPH

INTRODUCTION

State the purpose of writing and highlight the position as well as your interest in the position and company

SECOND PARAGRAPH

Highlight your education background, relevant work experience and your most prominent skills.
Prove your passion for the industry and give examples of when you have excelled in a professional or academic capacity.
If you're writing an internship cover letter with no experience, focus on your academic credentials.

THIRD PARAGRAPH

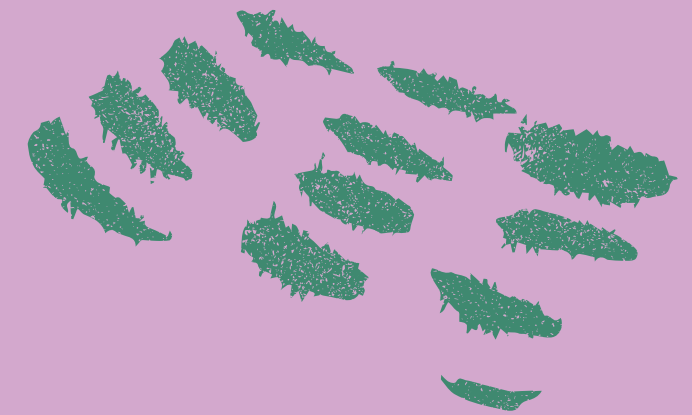
Employers understand that recent graduates have minimal work experience. What they want to see is that you're passionate about the work and are enthusiastic to learn.
Reiterate your interest in the position and request for an interview.

CLOSING LINE

Mention your interest in scheduling a phone call to discuss the job opportunity further.
This not only shows that you're enthusiastic about the job, it also pushes the hiring manager to reach out to you.
State your appreciation

step 9

Signing off.



When ending a formal letter, it's important to convey the appropriate amount of respect to the person receiving the letter.

For example, you would use a different, more conservative complimentary close for an unknown recipient than you would for a business associate you know quite well.

Your closing and signature should be as professional as the rest of your letter.

Signature



Practice

1. Why do you think a cover letter is very important to a job seeker?
2. What is the ideal length of an ideal cover letter?
3. What should a job seeker do before writing the cover letter?
4. What are the basic details that a cover letter reveals about a job seeker?
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
 - (e) _____



COVER LETTER

L	T	E	D	N	R	E	C	E	P	I	E	N	T
W	C	T	O	P	P	U	R	T	U	N	I	T	Y
N	A	A	S	W	E	I	V	R	E	T	N	I	N
D	T	C	T	E	C	D	E	T	A	I	L	S	O
E	N	I	C	O	N	C	L	U	S	I	O	N	I
S	O	N	E	N	N	T	S	N	O	L	S	B	T
O	C	U	M	T	O	I	E	K	E	C	O	R	C
L	T	M	N	T	R	T	I	U	I	D	S	T	U
C	I	M	E	O	O	S	V	B	Y	L	S	A	D
N	A	O	A	D	D	R	E	S	S	N	L	I	O
E	K	C	N	T	S	E	R	E	T	N	I	S	R
B	D	E	M	O	N	S	T	R	A	T	E	L	T
E	I	R	C	O	M	P	A	N	Y	D	E	C	N
E	R	E	T	T	E	L	A	U	I	S	N	N	I

CONTACT
BODY
SKILLS
CONCLUSION
COMMUNICATE
COMPANY
DEMONSTRATE
INTRODUCTION
RECEPIENT
LETTER
ENCLOSED
OPPURTUNITY
INTERVIEW
DETAILS
ADDRESS
INTEREST

Play this puzzle online at : <https://thewordsearch.com/puzzle/6501403/>





MEET THE TEAMS



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SITI ZURIAH BINTI OSMAN

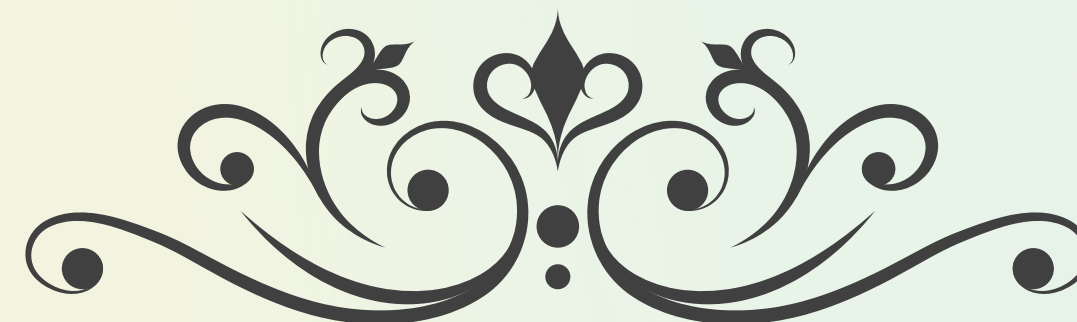
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