

## **New Opportunities for the Development of Education at the Technical University of Liberec**

Specific objective A2: Development in the field of distance learning, online learning  
and blended learning

**NPO\_TUL\_MSMT-16598/2022**



**CAREER DEVELOPMENT - preparing students for a job  
interview, including personalized elevator pitch**

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**Cover letter – writing tips, useful phrases**

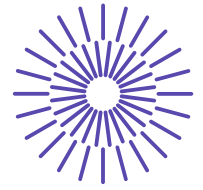


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**Subject** = essential= important part of a cover letter

e.g. Experienced web designer + (**reference number** from a job advertisement)

### Opening

- Dear Sir, ... = formal, male recipient, name **unknown**
- Dear Madam, ... = formal, female recipient, name unknown
- Dear Sir / Madam, ... = Formal, recipient name and gender unknown
- Dear Sirs, ... = Formal, when addressing several unknown people or a whole department
- **To whom it may concern** = Formal, recipient/s name and gender completely unknown
  
- Dear Mr. Smith, ... = Formal, male recipient, name **known**
- Dear Mrs. Smith,... = Formal, female recipient, married, name known
- Dear Miss Smith,... = Formal, female recipient, single, name known
- Dear Ms. Smith,... = Formal, female recipient, name known, marital status unknown
- Dear John Smith, ... = Less formal, one has done business with the recipient before

### 1) Introduction phrases: Why I'm writing

- **With reference to your advertisement** on the website www....., I am interested in applying for the position of..... in your firm.
- **I would like to apply for the position of** Marketing Assistant, which was published this week on www .... .
- **In reply to your advertisement**, I would like to apply for the position of ... . V ODPOVĚDI NA VÁŠ INZERÁT....
- **I am writing in reply to your advertisement in Guardian on June 1 for** a Marketing Manager. I would very much like to be considered for this vacancy.
- **Please accept my application for** the position of ... as advertised on www... .
- **I wish to be considered as an applicant for the position of** Marketing Specialist as advertised in Daily Mail on May 2.
- **From your company's web site I learned about** your need for an HR Specialist for your branch in Dublin.
- I have noticed your current opening for an IT Manager at www. . I would be very interested in joining your team.

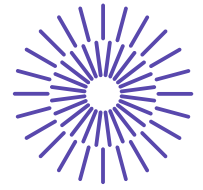


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- I am **writing in response to**....
- I wish **to apply for the post of**...which you advertised in...on... .
- I refer to **your** advertisement in...dated... .
- I am writing **to express interest in** ... position as advertised on Jobs.cz.

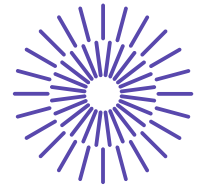
## 2) How I'm qualified:

- I have gained extensive experience in the area of ....
- I have three years of experience in the field of ....
- My professional experience includes the area of .....
- As you can see in the attached CV, I **have solid** .....accountancy background.
- Throughout my extensive career I **have proven my** .....skills
- My proven track record includes implementing of new technology projects and developing technology strategies
- While working toward my bachelor´s/master's degree, I was employed as ...
- I am well **acquainted with** the SAP software.
- In addition to robotics background, my experience also includes .... (e.g. working with.....)

## 3) Why I'm right for the job = Reasoning

- I believe I can be a key player on your team and I would like the chance to prove that to you in an interview.
- I am very interested in this job and believe that my education and employment background are appropriate for the position.
- With these qualifications, I am confident I am an excellent match for the advertised position of....
- I can build and lead a successful, goal-oriented team.
- I am confident that I would make a productive addition to your team.
- I believe I have all the necessary skills and qualifications for this position.
- I believe I can offer wide work experience in the field of marketing
- I believe that through my knowledge, abilities and work experience I will be a useful member of your company.





- **I am particularly interested in this job**, because... = *to explain why you would like a certain job*
- **I would like to work for you to ...**(e.g. gain more..)
- **My strengths are...** = *to show what your key attributes are*
- **I would say that my only weakness is / weaknesses are... . But I am looking to improve in this / these area/s.** = *to reflect upon your weaknesses, but show that you are determined to improve*
- **I would be well suited to the position because...** = *to explain what makes you a good candidate for the job*
- **Although I have no previous experience in..., I have had...** = *if you have never had the chance to work in a certain field, but can demonstrate qualities from other*
- **During my time as a student, I improved / furthered /extended / my knowledge of...** = *to demonstrate your experience in a certain field and ability to acquire new skills*
- **While studying at / working at... I became highly competent in...** = *to demonstrate your experience in a certain field and ability to acquire new skills..*

## Skills

- My native language is..., but I can also speak...
- I have an excellent command of... e.g high level of the language
- I have a working knowledge of...
- I have ...year experience of working... = *to show your experience in a certain business area*
- I am an experienced user of... = *to show what computer software you can use*
- I believe I possess the right combination of...and... = *to show how balanced your skills are*
- Excellent communication skills

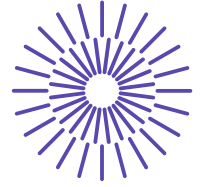


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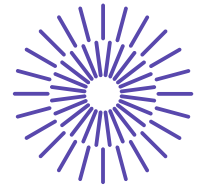


- Deductive reasoning = the ability to understand and explain things quick and effectively
- Logical thinking = the ability to construct one's ideas in a precise, well thought-out manner
- Analytical skills = the ability to assess things in detail
- Good interpersonal skills = the ability to manage and communicate with colleagues effectively
- Negotiation skills = the ability to do business deals with other companies effectively
- Presentation skills

#### 4) Steps I'll take to ensure an interview = the FINAL part

- Within the next week I will contact you to confirm that you received my email and CV and to answer any questions you may have.
- I am available for an interview any time that is convenient= suitable for you.
- I would very much appreciate the opportunity to talk with you about my possible consideration for the job.
- I would be very pleased to meet with you and discuss any further details.
- If you require any additional information, I can be reached using the contact information listed below.
- I am available for an interview at your convenience.
- Please find attached my CV, which more fully details my qualifications for the position.
- You can reach me at ....
- I would be happy to attend an interview at a time convenient= suitable for you.
- Thank you for your time and consideration. I look forward to the opportunity to personally discuss why I am well suited to this position. Please contact me via...





## CLOSING phrases

- Thank you for taking the time to study my application.
- I hope to hear from you in the near future.
- Please phone or e-mail me at the numbers below if you have questions. I want to thank you for considering me.
- Additional information is available upon request.
- If you require further information or materials from me, please do not hesitate to contact me.
- Thank you for your time and consideration.
- I look forward to **meeting/hearing** from you.

**Yours faithfully** = Formal, recipient **name unknown**

**Yours sincerely// AmE: Sincerely yours/ Sincerely** = Formal, widely used, **recipient known**

**Respectfully yours** = Formal, not widely used, recipient name known

**Kind/Best regards** = Informal, between business partners who are on first-name terms

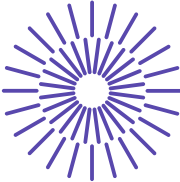


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