

How to write a cover letter

A well-written cover letter is your opportunity to introduce yourself, explain why you're a strong candidate, and showcase your enthusiasm for the role. A statement of purpose or a motivational statement is the same thing but without the letter format. You usually write a personal statement for college applications. You can be creative with things like personal statements because they are more like essays. Whereas a cover letter is a bit more professional and formal but you can still be creative with it.

1. Start with the Header

At the top of the page, include your contact information and the recipient's details:

Your Contact Information:

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient's Information:

Hiring Manager's Name (if available)

Company Name

Company Address

City, State, ZIP Code

2. Greet the manager

If possible, address the recipient by name. If you're unsure, use a professional greeting like:

- "Dear [Hiring Manager's Name]"
 - "Dear Sir/Madam"
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3. Write an Engaging Opening Paragraph

- Briefly state your enthusiasm and what makes you a strong candidate.

Example:

I am excited to apply for the [Position Title] role at [Company Name]. With my background in [.....], I am confident in my ability to contribute to your team.

4. Highlight Your Skills and Achievements

In 1-2 paragraphs, connect your experience to the job requirements. Use specific examples to demonstrate your qualifications. Focus on results and impact.

- Mention relevant accomplishments from your work, volunteering, or academic experiences.
- Use statistics where possible (e.g., "led a team of 10 volunteers").

Example:

In my role as [.....] I managed [specific task], resulting in [.....]. Additionally, I developed [skills] by [specific action]. These experiences have prepared me to handle [responsibilities related to the current job description] with efficiency and innovation.

5. Explain Why You Want to Work for the Company

Show that you've researched the organization and align your goals with theirs. This demonstrates genuine interest.

Example:

I admire [Company Name]'s commitment to [.....]. As someone who shares a passion for [related passion], I am eager to contribute to your team and help drive initiatives like [.....].

6. End on a confident and positive note.

- Reiterate your enthusiasm for the role.
- Express willingness to discuss your application further or attend an interview.

Example:

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications in more detail. Please feel free to contact me at [phone number] or [email address].

7. Use a Professional Closing

- Sincerely,
 - Best regards,
 - Yours faithfully
-

Cover Letter Example

Your Name
123 Main Street
City, State, ZIP
youremail@example.com
(555) 555-5555

Date

Hiring Manager's Name
Company Name
123 Business Road
City, State, ZIP

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] role at [Company Name]. With a strong background in [.....] and interest in [.....], I am excited about the opportunity to contribute to your team.

In my previous role as [Previous Position] at [Company Name], I [describe accomplishment or responsibility relevant to what you're applying for]. For example, I [specific achievement with a statistic, such as "led a team of 20 people"]. I am particularly drawn to [Company Name] because of your commitment to [specific mission]. As someone who values [align your passion with theirs], I am eager to contribute to [.....].

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experiences can contribute to the success of [Company Name]. Please feel free to contact me at [phone number] or [email address] to arrange a conversation.

Sincerely,
[Your Name]

Example of my motivational statement that got me shortlisted :

Motivational Statement- Jessica Lopez

As a 20-year-old student from Kerala, India, I'm enthusiastic in taking the next step in my academic and professional journey. Currently pursuing my master's in social work at Marian College, Kuttikanam, I've already gained valuable insights into the field through my bachelor's degree in sociology (2024). The hands-on learning experiences and field activities in sociology/social work have transformed me into a proactive individual, always seeking to push beyond my comfort zone and acquire new skills.

My volunteering and interning experiences have taught me adaptability, resilience, and the ability to thrive in diverse settings. I'm confident that with dedication and training, I can excel in any field. My background in science in high school made my transition to sociology a fascinating journey, exposing me to new perspectives on people, cultures, and the importance of objectivity. I've studied sustainability, environment, and population studies, which I've applied to my hometown, Kochi. Furthermore my internship with the local corporation has equipped me with sustainable waste management techniques and a deeper understanding of its significance.

I'm driven by a desire to learn about various cultures and languages, as India's diversity has already provided me with a rich learning experience, and I'm eager to explore more. I believe that this volunteering programme will offer me a unique opportunity to combine theoretical knowledge with practical experience, interacting with like-minded individuals from diverse backgrounds. I'm excited to embrace this endeavor, which will significantly contribute to my personal and professional growth.

Best regards,
Jessica Lopez