

## How to write Cover Letter

### Plan:

1. **Greeting.** If you don't know the name of the addressee, please use the following references: Dear colleagues/Dear HR-manager/ Dear Sir or Madam.
2. **Specify the position you're applying for and how you've learned about the job/internship.**
3. Explain why you're interested in the job at the company. Explore its website and learn what projects the company is working now it and what is the scope of its interest.
4. **Tell what you personally can offer the company and what your skills and knowledge can be useful for the employer.** In this paragraph you can shortly tell about your education and professional competencies, technical background and knowledge of languages.
5. **Bottom up your CC with the phrases like:** Would be glad to get an invitation for the interview where I'd be pleased to introduce myself/Thank you for the attention to my CV/I'd be glad to answer to your questions/I would be glad to present myself at the interview.

**IMPORTANT: Your CL need not retell your CV which mainly accumulates your experience (past projects and achievements). Cover Letter must aim at the future and what you can bring to the company being its employee/trainee.**

Example:

Dear Sir or Madam,

I would like to express my interest in a full-time position with ...' St Petersburg division. I am very familiar with ..., and the announcement on your website has captured my attention.

Currently, I am a student in my final year of studies at the ... My major is finance and banking with a focus on property evaluation. I am currently searching for an opportunity to start a career within a large ... company. I hope to focus my career on ... and would like to be part of a reputable and worldwide organization such as ...

I believe that my educational background and interpersonal skills are an excellent match for your requirements. My education has prepared me to deal with different aspects of corporate finance. My energy, flexibility and teamwork skills, combined with my analytical frame of mind, would meet your expectations.

Please see my resumé for more details.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Ivan Ivanov

**Please bear in mind, that the above example is freely accessed by all GSOM website users. If you use it word for word, you'll run the risk to duplicate it from other candidates. Follow the general recommendations and write your unique Cover Letter which will single you out for the recruiter.**