



HOW TO WRITE A COVER LETTER

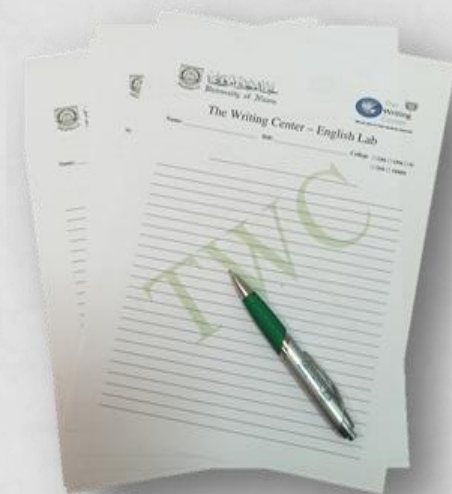
THE WRITING CENTER – TWC – ENGLISH LAB

PURPOSE OF A COVER LETTER

Job applicants need to:

- Sell themselves as the best candidate for the position
- Impress their future employers and leave a lasting impression
- Produce high quality documentation enabling them to successfully get the next stage of the hiring process...
- Resumes and cover letters go hand-in-hand when applying for a job
- Distinguish yourself from the rest of the competition
- Remember employers want the best well rounded applicants to hire

THE INTERVIEW!



COMMON MISTAKES

- Sending only a resume without an accompanying cover letter
- Not properly addressing the letter to the right person in charge of hiring
- Providing a generic cover letter that can be used for multiple positions or companies
- Don't mention other jobs that you have applied for at other competing companies or institutions
- Failing to properly proof-read and correct any grammatical or spelling mistakes
- Low level of language proficiency
- Dishonestly or inaccurate information regarding your abilities
- Too much factual information borrowed from your resume



TIPS TO WRITING A GOOD COVER LETTER

- Should be a maximum of one (1) page in length, ideally $\frac{3}{4}$ of a page
- Should be single spaced, leave an extra space between paragraphs
- Standard margin 1" inch around the page, font size 12, black color, and Times New Roman font style preferred
- Should be free of all grammatical errors and spelling mistakes, go to TWC or the Alumni Center for assistance
- Should use formal language and a high level of business terminology
- **Advice:** Use a dictionary and thesaurus to improve your vocabulary!
- Research the company and institution and know something about it and what they do...
- Take the initiative and find out who to properly address the to
- Focus on your positive attributions, skills, and abilities



HOW TO ADDRESS A COVER LETTER

Find out who you are writing to and address the person responsible for hiring by their proper name (**First name and surname**) or by their professional title. If you address someone improperly, it could lead to your cover letter and resume being ignored

Examples:

Dear Mr. Derek O'Connell,

Dear Mr. O'Connell,

Dear Mr. D. O'Connell,

or

To: The Director of TWC

Note:

If you don't know the name of the person, then use:

To Whom It May Concern;



TYPES OF GREETING AND SALUTATIONS

Greetings

- Dear Dr. Abdulaziz Al Kindi,
- Dear Ms. B. Al Tobi,
- Dear Mr. E. Marley,
- Dear Prof. McGee,
- To Whom It May Concern;
- To the Director of HR,
- To H.E. Dr. Ahmed Al Rawahi,

Avoid:

- *Dear Sir/Madam,*
- *Dear Sir,*
- *Dear Madam,*
- *Dear Badriya, (First name only)*

Closing Remarks

- Sincerely,
- Yours truly,
- Regards,
- Yours respectfully,
- Many thanks,
- With appreciation,
- Kind regards,
- Thanks,
- **Avoid:**
- *Good bye,*
- *The end,*
- *Love,*
- *See you later alligator,*

ELEMENTS OF A COVER LETTER

Job applicants need to:

- Introduce themselves to the potential employer in a formal manner
- Indicate that they have researched the organization or business and know about what it does
- Provide relevant contact information – Email, phone numbers, address, social media pages, and availability
- Mention the position and title of the job that they are applying for and why they want to work there
- Match their qualifications and skills with the requirements of the job
- Encourage the employer to continue to read and consider their resume
- Request an opportunity for an interview
- Express appreciation to the employer for their time and consideration

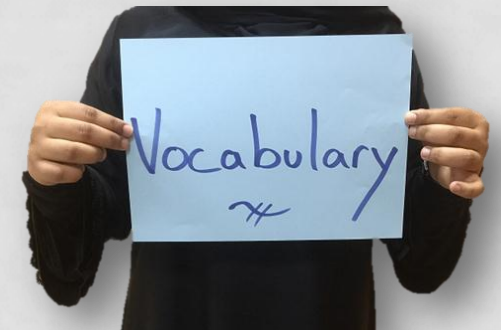


STRUCTURE OF A COVER LETTER


- Date
- Company Details
- Formal Greetings
- **1st Paragraph:** to focus on you, the position you are applying, and why do you want to work at the organization or business.
- **2nd Paragraph:** to focus on your skills, experience, and qualifications related to your ability to do an excellent job!
- **3rd Paragraph:** to focus the fact that you have included your resume, your request for an interview, and express your appreciation for their time and consideration
- Closing Remarks
- Signature in pen **(blue)**
- Written proper name
Example: Idris Al Rawahi
- Contact Details:
 - a) Telephone
 - b) Email
 - c) Address, Town
 - d) Wilayat, Country
 - e) PO Box, Postal Code

USEFUL VOCABULARY & EXPRESSIONS

- Qualified
- Qualification
- Certified
- Teamwork
- Critical thinking skills
- Effective time management skills
- Establishment
- Fluent
- Communicate
- Employment
- Reputable
- Institution
- Company
- Business
- Corporation
- Apply
- Professionalism
- Specialize
- Expertise
- Implemented
- Developed
- Ambitious
- Competent
- Motivation
- Enclosed
- Responsible
- Oversee
- Supervise
- Facilitate
- Contribute
- Dedicated
- Colleagues
- Collaborate
- Cooperate
- Assist
- Accountable
- Administer
- Enthusiasm
- Proficient
- Capable
- Accomplish
- Independent
- Self Reliant
- Energetic
- Disciplined




OUTLINE OF A COVER LETTER



Signature

- Date
- Receiver's Contact Information
- Greeting
- 1st Paragraph
- 2nd Paragraph
- 3rd Paragraph
- Closing Remarks
- Signature
- Sender's Full Name
- Sender's Contact Details

Please note that your contact details can also be placed at the top of the page on the right hand side, parallel to the receiver's contact details. (British Style)



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SAMPLE OF A COVER LETTER

Thursday, November 26, 2015

University of Nizwa
Department of Human Resources
Building 17, Office 3G
Birkat Al Mouz, Nizwa
Al Dakhiliyah Region
Sultanate of Oman

Dear Ms. Muna Al Mamari,

I am writing to you to express my strong interest in fulfilling an **administrative vacancy** at the University of Nizwa's Arabic Lab of the Writing Center. I have recently graduated from the University of Nizwa, with a Bachelor's Degree in English Education from the College of Arts and Sciences. As a UoN graduate, I have **achieved** a 7.0 on the IELTS examination, obtained a score of 664 on the TOEFL, and **successfully earned** an overall GPA of 3.75.

I am **applying** to join the UoN community for several reasons. First, I have worked as a peer tutor at the Writing Center for the past three years, and I am familiar with the rules and regulations pertaining to the daily operations of the center, tutors, and students alike. Furthermore, I have **successfully** completed my final year project related to second language acquisition as a recent graduate. In addition, I have learnt a great deal about being a **responsible** administrator and **coordinating initiatives** to complete routine and essential tasks. Finally, I consider myself to be an **effective communicator** and I am always willing to help and promote the Writing Center and the University of Nizwa in the best possible manner.

Thanks for the opportunity to apply for this position. I have **enclosed** all my personal details and a copy of my resume summarizing my work history, academic **achievements** as of to date. Please don't hesitate to contact me for further information, and I look forward to meeting with you in the near future for a job interview at your **discretion**.

Sincerely,

Idris Al Rawahi

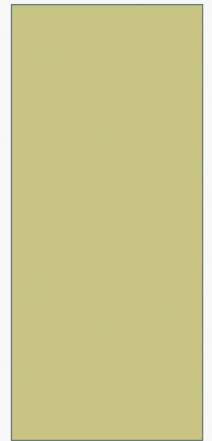
Idris Al Rawahi
University of Nizwa Graduate
Hometown: Nizwa, P.O. Box: 42; P.C. 614
Telephone: 968-95643454
Email: idris@hotmail.com





BEST OF LUCK WITH THE JOB HUNTING

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