

COVER LETTER

Dear Sir,

X

Dear Sir,

X

Dear Sir,

Dear Sir,

X

X

Y

**What are the components of a
cover letter?**

Breakdown of a Cover Letter

Your street address City,
Country

Date

Mr. /Mrs. /Ms./Dr. Full Name of Recipient
Title of Recipient, Company Name
PO Box if available
City, Country

Dear Mr. /Mrs. /Ms./Dr. Last Name of Recipient

The Body:

The position you are applying to
Where you heard about the company and/or job opening
Your qualifications and how you fit the job opening
Show your interest in the company and passion for work

Closing

Leave 4 spaces and sign using your full name

3-16 Road, Salam Building
Jdeideh, Lebanon

December 14th, 2012

Ms. Selma Sana
President, Jwaidi Center
P.O. Box 344
Cairo, Egypt

Dear Ms. Sana,

When using this format, you do not want to indent, margins on all sides should be one-inch. Start the first paragraph by introducing yourself in a friendly way and then state the purpose of your letter. Know your audience because it's very important that you keep their attention. Remember, you are not writing to yourself, think in term of the recipient and write passionately. Use a couple of sentences to explain the purpose, but save the detail for the body paragraph(s).

Start the body paragraph by justifying the importance of the main point. In the next few paragraphs, continue justification with background information and supporting details. Body paragraphs are where you offer solutions, advice, suggestions, or proposals. Write as many body paragraphs as you want, however, keep them short and straight to the point, you do not want to bore the reader to death or look like you're writing a school essay.

In the closing paragraph, you should restate the purpose of the letter and, in some cases, request some type of action. Remind the reader where they can contact you and make sure to close the letter in a friendly manner.

Sincerely,

Maher Ata

A Cover Letter Template

Name
Address
Phone
Email
Skype

Date

Mr. /Mrs. /Ms./Dr. Full Name of Recipient
Title of Recipient, Company Name
PO Box if available
City, Country

Dear Mr/Ms.,

1st paragraph: profile (education, year of graduation) + position applied for (I am interested in an internship in...) + I am referred to you by INJAZ Lebanon.

2nd paragraph: motivation for the position + the skills you have that makes you fit for this position

3rd paragraph: you interest in applying to this company and why

**4th paragraph: closure (i.e: I am available any time to discuss this opportunity).
Looking forward to hearing from you soon.**

Best regards,
Name & Signature

Writing an Email

Emails used for a job Interview

1. **To apply for a Job** (entails your CV & CL)
2. **Thank you email** (after the interview addressed to the interviewer)
3. **Follow up Email** (If you didn't get any answer within 2-3 weeks)
4. **Acceptance, rejection or negotiation of the Job offer**
5. **Email if you were rejected** (to keep the door open)

Example of an Email to apply to a job

Dear Mx XXXX,

I hope my email finds you well.

I am writing to apply for the position of XXXXXXXX, as posted on XXXXXXXX website.

I am a XXXXXX holder in XXXXXXXX and XXXXXXXX at the XXXXXXXX and after going through the details of the qualifications demanded I was confident that I am a suitable candidate for this position.

Attached you will find my CV and a cover letter for your consideration. Please do not hesitate to reach out if you would like additional information.

Thank you so much for your time and consideration for this position and I look forward to hearing from you soon.

Best regards,

XXXX

Phone Number

Example of a Thank you Email

- Create a clear subject line
 - Thank you, [Interviewer's Name]!
 - Thank you for your time and advice
 - Thanks for the interview yesterday
 - I enjoyed learning more about [Company Name]
 - Thank you!
- Express your appreciation
- Restate that you're interested in the job
- Say you can provide additional information and remind them about the established response deadline
- Close with a professional sign-off

Dear Mx XXXX,

I hope my email finds you well.

I am writing this email to thank you for your time and consideration. I enjoyed learning more about the Project Officer position and what is expected. I am excited about the opportunity to join INJAZ team and potentially help in facilitating projects and in reaching and impacting the Youth.

Please do not hesitate to contact me if you have any further questions or need any additional information from me!

Again, thank you for your time and I appreciate the chance to interview with INJAZ Lebanon.

*Best regards,
XXXX*

Example of a Thank you Email

Email used for a Follow up

- Include the **job title** you interviewed for in the **subject line**.
- Send this email to the **recruiter**.
- Keep your follow-up email to **one or Two paragraph(s)**
- Indicate that you're still **interested** in the job and are looking for an **update**.
- Offer to provide **additional information** if they need it.
- Sign off with a **thank you**

Example of a Follow up Email

Dear Mx XXXX,

Hope you're well!

I'm reaching out to say thank you again for your time and consideration. I sincerely enjoyed my conversations with you. In particular, I found the details you shared of your own career path very inspirational.

I'm very excited about the opportunity to join (company name) and I'm confident that my background in XXXX and my interest in XXXX will enable me to fill the job requirements effectively and support the vision of (company name)

Please feel free to contact me if I can provide you with any further information or samples of my work.

I look forward to hearing from you.

*Best,
XXXX*

Example of an Acceptance Email

Start the email by thanking the employer for trusting you with the opportunity

Example:

“Thank you for trusting me with the [job title] position in [company X]”).

“I am delighted to officially accept the position of (position) at (company name) and be part of your team.

Example of an Acceptance Email

Dear Mx XXXX,

Hope you're doing well!

Thank you for your offer of [Job title] at [Company name]. I am delighted to formally accept the offer, and I am very much looking forward to joining the team.

I can confirm that my starting date of employment will be [Start date]. If there is any additional information you need prior to this date, please let me know.

Once again, thank you very much for the opportunity, and I look forward to working with you.

*Kind regards,
[Your name]*

Example of a Rejection Email

What to Include in the Email Message

- A subject line with your full name listed and a reference to the job offered (e.g., “Job Offer – Your Name”)
- A professional greeting
- Your thanks and appreciation for the offer
- State the fact that you have chosen to decline the offer
- A signature with your contact information

Note:

A professional email will help you maintain a positive relationship with the employer. There may be other positions or open roles with the same employer that are a better fit, and you will not be considered for them if you send a negative message saying why you decided not to accept the job.

Dear Mx XXXX,

Thank you very much for offering me the opportunity to work at (company name). I appreciate the time you spent meeting with me to discuss the job.

It was a difficult decision, but I will not be accepting the position.

I would, again, like to express my gratitude for the offer and my regrets that it did not work out. You have my best wishes in finding a suitable candidate for the position. I wish you and the company well in all future endeavors.

*Best regards,
[Your name]*

Example of a Rejection Email

Example of a reply to a job rejection Email

As you write your response to a job rejection email, consider including the following elements:

1. Thank your interviewers
2. Express your disappointment
3. Show continued interest (Keep the door open)

Example of a reply to a job rejection Email

Dear [Hiring Manager Name],

Thank you for getting back to me about your hiring decision.

While I'm disappointed to hear that I was not selected for the [Job Title] position, I greatly appreciate the opportunity to interview for the job and meet some of the members of your team.

I thoroughly enjoyed learning more about your organization and would love to be considered for any future job openings that may become available.

Thank you again for your time and consideration, [Hiring Manager Name]. I hope our paths cross again, and I wish you and the rest of the team at [Company] all the best moving forward.

Sincerely,

XXXXX

Thank you!