



DIPAL PATEL

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Dear Mr. Anybody

A cover letter allows you to professionally introduce yourself to a prospective employer. **Your goal** in writing your cover letter should be to encourage the employer to read your CV and consider you for a specific position.

Highlight your achievements, skills, experiences, and training that are relevant to the position you want to get. However, avoid simply repeating the information you included in your resume. Tailor your cover letter to each employer and job. Since you are applying for specific roles.

Do your research and find out what your employers value, then list out examples where you have demonstrated these values. Put two to three of these in your cover letter so that they catch the attention of the reader.

You should maintain a professional air throughout the cover letter, however, **an exceedingly formal tone may turn off those who read it.** Remember to also show genuine enthusiasm for the job. You can think of it this way: it's not a suit-and-tie event, but a smart casual gathering. Steer away from highly personal information and questions about the position. **This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview.**

Make sure you **proofread your cover letter** before sending it. Various online tools can help you catch minor grammatical or typographical errors. Additionally, make sure your cover letter is easy to read. **Use a simple font** like the one used here. **Avoid walls of text, too.** Dividing your letter into paragraphs makes it easy on the eyes and organizes the information you provide (*also, don't be scared to throw in a few bold and underlined words or phrases of importance, it helps to give character to the text*).

If you are still confused after reading this. Then try putting yourself in the reader's shoes and ask yourself **3 questions:**

1. Who is this person?
2. Why should I listen (or read) to what they have to say?
3. what does this person have to offer, that I actually want?

Remember then to summarise your main points in your final paragraph.

Oh, and just as a last pointer... Try to keep it to 1 page of A4.

End with, "Respectfully,"

A handwritten signature in black ink that reads "Dipal Patel". The signature is written in a cursive, flowing style.

Dipal Patel (The Pharm-Assistant)

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