

Useful phrases and expressions for covering letters

Die folgende Übersicht enthält Formulierungsbeispiele der angegebenen Webseiten.¹

Opening (1st paragraph)	<ul style="list-style-type: none"> • I noticed with interest your advertisement for ... • Please accept this letter as my application for the position of ... • I would like to express my interest in the position of ... • I am writing in response to your advertisement posted on ... • I wish to apply for the post of ... which you advertised in ... on ...
Qualifications (2nd paragraph)	<ul style="list-style-type: none"> • It is a challenging position for which I believe I am well qualified. • I would be well suited to the position because ... • I recently graduated from ... • Currently I'm attending ... • I have always had a strong interest in ... • My area of expertise is ... • Whilst working at ... I became highly competent in ... • As you can see from my enclosed CV, my experience and qualifications match this position's requirements.
Skills (3rd paragraph)*	<ul style="list-style-type: none"> • I have an excellent command of ... • I am an experienced user of ... / I have a working knowledge of ... • I believe I possess the right combination of ... and ... • My high degree of motivation has been appreciated by my previous employers.
Closing (4th paragraph)	<ul style="list-style-type: none"> • If you are interested, please contact me at ... • I look forward with enthusiasm to an opportunity for an interview. • Thank you for your time and consideration. • References can be request from ... • I would appreciate the opportunity to meet and speak with you in person. • The enclosed CV elaborates on the details of my skills and experience. • Respectfully yours,

*Sometimes the 2nd and 3rd paragraphs are combined into one.

¹ <https://www.cut.ac.za/phrases-to-use-in-your-cover-letter> ----- <https://www.ego4u.com/en/cram-up/writing/cover-letter/vocabulary-details> -----<https://en.bab.la/phrases/application/cover-letter/english-english> -----<https://www.businessphrases.net/cover-letter-phrases/>