

## Best way to Start & End a Cover Letter for a Job

### Starting:

1. I am writing to enquire whether you have a vacancy in your organisation that I might usefully fill.
2. I wish to apply for the post of Office Superintendent advertised in the current issue of illustrated Monthly of India.
3. Going through your advertisement for the post of sales manager I feel interested to offer you my services for the same.
4. I have read with interest your advertisement in the 'Times of India' and wish to apply for the post of Labour Welfare Officer.
5. I wish to offer my services for the post of sales officer, which as I understand falls vacant at the end of this month.
6. I am very much interested in the vacancy you have advertised in the 'Hindustan Times' for a sub-editor and wish to offer my services for the same.
7. I understand from Mr. Vijay Kumar one of your suppliers, that there is an opening in your office for a Sales Engineer.
8. Mr. Rohan Singh informs me that he will be leaving you on the 31st of this month, and if his position has not been filled, I like to offer myself for it.

### End:

9. I am come for an interview at any time convenient to you and for the purpose of intimation have enclosed a self-addressed and stamped envelope.
10. I look forward to the pleasure of a personal interview.
11. I shall be thankful for a call for interview at your convenience.
12. I trust you will consider my application favourably and grant me an interview.
13. I look forward to the opportunity of a personal interview.
14. I would appreciate an interview and the opportunity to give you more details about myself.