



Karmaveer Bhaurao Patil College of Engineering, Satara

How to write cover letter to recruiter

Subject : XY Role

Hello XY (Recruiter)

Attached is a copy of my resume & cover letter for the XY (Job Position) role advertised on (LinkedIn naukri indeed or any reference). I have X (total) Experience in X & Possess Y skill and Z (Your qualification).

I look forward to hearing from you & thanks for consideration.

Your Sincerely

XY (Your name)

LinkedIn (Id)/Contact number

What to Know About Email Cover Letters

Your name and title you're applying for go in subject line

Include the same basic information as a physical cover letter

Include your full name, address, phone, email, and your LinkedIn URL in your signature

Subject: Your name + Job title

Greeting: Dear [Name of Hiring Manager "Hiring Manager"]:

The Body of the Message: Write two or three paragraphs, carefully matching your qualifications to the job requirements.

Closing

Signature

Send