

# How to write a cover letter?

## Steps for writing a cover letter:

### Provide general information about yourself:

- Name and surname:
- Address:
- Email address:
- Mobile number:
- Please place these details in the top left corner at the top of the page.

### Date and place of writing:

- Please place the date and place in the top right corner, below the personal information.

### The initial part consists of:

#### Greetings:

- Dear Sir/Madam, - it is recommended to use this generic form if you do not know the name of the person reading the letter.
- Dear Mr./Ms. Last Name, - it is recommended to use this form if you know the name and surname of the person reading the letter.

#### Introduction:

- State the job position you are applying for and how you learned about the job opening.

#### TIPS:

- Be objective and present only truthful statements, without exaggeration.
- Pay attention to your writing style; let it be positive, clear, and professional.
- Don't forget to check grammar and spelling before sending the letter.

### Provide general information about the organization:

- Name and surname of the recipient (if known) and the name of the organization
- Address
- Place the information in the upper right corner, below the date and place of writing.

CAREER CENTER:

E-mail: [karijere@efri.uniri.hr](mailto:karijere@efri.uniri.hr)

Adress: Ivana Filipovića 4,  
51000 Rijeka

Phone number: 051 / 355 - 187

After the introductory part comes the main part- central part of the motivation letter where you should aim to answer the following questions:

**1. Why are you the ideal candidate?**

- If you mention your qualities, you need to support them with examples from your previous professional life.
- Example: "I honed my communication skills by volunteering in a student association where I educated other members and performed daily activities through teamwork."

**2. What are your personal and professional skills?**

- Highlight your key skills and experiences that make you stand out from other candidates.
- Example: "During my work in sales, I consistently met set targets and was named the top sales advisor for the past three years."

**3. How can you contribute to the development of the organization?**

- Explain how your knowledge and skills can contribute to the organization's goals.
- Example: "My sales skills are well-developed, and I believe I can contribute to increasing your company's sales results."

**4. Why did you apply for the job?**

- State the reasons for your application and your motivation for working in that particular organization.
- Example: "I applied for this position because I am attracted to your innovation and success in the market."

**5. How familiar are you with the activities and work of the organization?**

- Show that you have researched the organization's work and understand its mission and vision.
- Example: "I am familiar with your work and believe that with my experience and skills, I could further enhance your offerings."

**Conclusion:**

- Conclude the letter by thanking the recipient for their time and express your willingness to provide additional information or attend a personal interview.
- Example: "Thank you for taking the time to consider my application. I am eager to provide any further information you may need and am available for a personal interview at your convenience."