



## Cover Letter Key Phrases

Your cover letter should be formal and state clearly how you came to the conclusion that you are the best candidate for the role, in a logically structured manner. Whilst it is a formal letter, it is best to use simple words and phrases that you would normally use, rather than flowery ones for appearance' sake.

There are many articles offering advice on how to avoid sounding cheesy or using buzzwords in cover letters that recruiters will see through. One of the most common in sustainability is 'passion' or 'passionate'; of course if you have the evidence to back this claim up and it is genuine then it can be valuable. Advice is to make this cover letter your own and think about how to link your experiences with the skills you developed, your key learnings, and what that led onto next. Below are some key phrases that may help these linkages.

My interest in ... stems from ...

Since ... it has been a deeply held ambition to ...

My time at ... has equipped me with strong ... skills

This has been augmented...through exposure to ...

I have devised ...

Similarly, it has fostered an ability to ... Moreover...

Evidently...

I have extensive experience in ...

I have worked with a diverse range of...

I have a natural affinity for... as well as an ability to...which has been developed through...

My project work has required highly developed ...skills

This affords valuable insights into... In my role at...I have produced...

Adept at ...

I have developed a strong ...

I am confident in my ability to...

...acumen has helped me to... This, in turn, has helped...





**Amida.**

As a consequence...

As (job title), I am responsible for...

My intuitive ... approach has informed...

I have a particular enthusiasm for...

I enjoy identifying ... and have developed a skill in ...

A (degree in ... at ...university) has provided an in-depth knowledge of ... These skills are further enhanced through ...

In (date), I participated in... which gave me a first-hand insight into...

My role specifically involved ...

I believe that ... post represents a valuable opportunity to work for a company that is uniquely placed to ...

Furthermore, it would afford me the opportunity to apply this knowledge in both a practical and challenging context...

I have always had a keen interest in ... Recently, this interest led me to undertake... Seen through this lens...

These duties ranged in scope from ... to ... In my capacity as ..., I ...

As ..., I facilitated the ... by ... I was also responsible for...

As a result of the time-sensitive nature of my previous work I am comfortable in high pressure environments...

Cumulatively, my experiences have taught me...

I would welcome the opportunity to contribute to...

I am confident that ..., combined with ..., have given me the skills necessary to excel as ...

