



INSTITUTO NACIONAL
DE ESTUDIOS FISCALES

Licenciatura en Negocios con enfoque en emprendimiento

Fernando Daniel Aquino Hernández

Inglés de negocios I

Cover Letter

Catedrático. Ana Iraís Campillo Sánchez

21 de octubre del 2022

Tuxtla Gutiérrez, Chiapas

COVER LETTER

1. A cover letter is a letter of introduction addressed to an employee in which the entire career, personal and professional trajectory and the reason for being hired in the company are summarized.
2. To write a good cover letter, think about how your professional profile can add value to the company. You can include examples of achievements from previous jobs, quantifying your successes (percentages or specific numbers).
3. A cover letter has a structure to comply with and a structure is always used that is divided into the following sections: Header, greetings, introduction, body text, closing and signature.
4. A cover letter can be personalized according to our criteria and needs, it takes more time but it is essential to write a unique cover letter according to the position applied for.
5. For a cover letter to be good you must use bullets, this is a didactic and simple way to show your skills and achievements, it is to include a list in the body of the text of your cover letter, with 4 or 5 elements it is more than enough.