

COVER LETTER CONCLUSION

The goal of the cover letter conclusion is to thank the reader for his or her time. Include that you look forward to their reply and would appreciate the opportunity to interview for the position. Be sure to provide them with telephone and email contact information.

The closing that you choose should also be appropriate. Here are some examples of appropriate closing for business correspondences:

Sincerely
Sincerely yours
Respectfully
With kind regards

If you are submitting a hard copy of the letter on paper, then you would leave four spaces following the closing before your name. If you do not have the ability to sign your name, do not type your name twice or use a cursive font style in lieu of a personal signature. Many employers believe this looks tacky.

Include any enclosures underneath your name.

Example conclusion, one enclosure:

Thank you for your time and consideration. I would like to schedule a personal interview at your convenience. Please contact me at 989.964.4954 or careers@svsu.edu.

Sincerely,

Susan Student

Enclosure: Résumé

Example conclusion, multiple enclosures:

Thank you for your time and consideration. I would like to schedule a personal interview at your convenience. Please contact me at 989.964.4954 or careers@svsu.edu.

Sincerely,

Susan's Signature if available

Susan Student

Enclosures: Résumé, unofficial transcripts, letter of recommendation