

Closing suggestions

The closing portion of your cover letter includes a closing phrase, your name and a space for you to sign your letter. The most common closing is “Sincerely.” It is well-known and accepted among employers. See the keynotes for additional closing suggestions but be careful to keep your closings businesslike. When signing your letter, be sure to do it in the space between your closing phrase and your typewritten name.

The most common, and therefore recommended, closing used in a cover letter is “Sincerely.” This closing phrase is professional, conservative, and well-accepted in industry. If you decide to try a different closing phrase, make sure that it is conservative and appropriate for the position you are applying for. In general, you want to stay away from closing statements that are:

- Too casual or personal
 - For example: “Take care,” “Love,” “Your friend,” “Yours Truly,” or “Later.”
- Indicate religious or ethnic ties
 - For example: “God Bless,” “In God's name,” “Aloha Pumehana” (Hawaiian), “Maraming Salamat Po” (Filipino-Tagalog).
 - A possible exception to this might be if you are applying to a religious or ethnic-affiliated organization.

Samples of closing alternatives

- Best regards,
- Best,
- Enthusiastically yours,
- Enthusiastically,
- Respectfully,
- Respectfully yours,