

Examples of postscript statements

The use of a postscript in your cover letter is optional. If you decide to include this item in your letter, make sure that it leaves a positive lasting impression by selling a unique quality that you possess. What character trait, experience, education, or skill do you possess that will make the employer want to hire you, above any other candidate? Once you have answered this question, then you have a topic as your basis for an impressive postscript statement.

Tips

- Keep it short and simple. One clear, concise sentence is preferred; no more than two short sentences at most.
- Make sure the quality you choose to highlight is one necessary for the position you are applying for.
- Although some experts say a handwritten postscript is acceptable, it may look more professional to type it in.

Sample postscript statements

1. My fluency in Mandarin is just what U-Market, Inc. needs as you begin your expansion into the Hong Kong market.
2. My thesis on multi-cultural counseling strategies provided me with the knowledge and sensitivity to work with your varied ethnic student demographic.
3. I possess an uplifting, can-do, never-quit attitude that mirrors the U-Market, Inc. mission of perseverance and quality service. Let me show you what I can do for you!