

Instructions on writing the cover letter

That the cover letter should be written on the computer. It must be signed and then scanned. The scanned copy is uploaded on the online platform and the original is part of the registration documents folder.

It is recommended that the cover letter contains:

Header including: **name, address, phone number, e-mail address; the name and the contact must be visible (bold, characters with a large font).**

Addressing formula: Dear Mr. Dean

The first paragraph must indicate the purpose of the letter: the enrollment in a particular study program. The domain is **mandatory**. Example: Mathematics domain, Mathematics Informatics study program or Informatics domain, Informatics program.

The body of the letter should include information on candidate's status. It is **mandatory** to mention:

- Graduate high school, graduation year and average grade of the four years high school grades;
- Year of the baccalaureate exam;
- The written tests of the baccalaureate that have been sustained and the corresponding grades
- Certificates of competences obtained at the baccalaureate exam;
- Other diplomas or certificates of competency that may be relevant to further studies in the chosen program.

The final paragraph or conclusion must highlight the reason for which the candidate should be accepted for the chosen program. It will also indicate, if applicable, what other programs from the university or other universities he/she will enroll in the same admission session.

Closing formula:

Sincerely Yours,

Signature

MODEL OF COVER LETTER

Ion IONESCU

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e-mail: ion.ionescu@gmail.com Tel: 0700 123 456

Constanta, July 10th , 2023

To Mr. Dean of the Faculty of Mathematics and Informatics,

Ovidius University of Constanta

Dear Mr. Dean,

I have visited with interest the website of your faculty and I am interested in admission to the Faculty of Mathematics and Informatics at Ovidius University of Constanta. From both the information on the site and the discussions with current faculty students I have found out that your faculty has a good reputation both inside and outside the university.

My interest is heading towards the field of Mathematics, Mathematics Informatics study program. I mention that I am a graduate of the Mihai Eminescu High School in Constanta, the Natural Sciences profile, the 2023 class. The average of the four years of study is 8.23. I have passed the baccalaureate exam in the June-July 2023 session. I have obtained the following grades:

Romanian Language and Literature: 8.50

Mathematics: 7.67

Biology: 8.90.

and also the following certificates in the baccalaureate exam:

- linguistic competence in Romanian Language
- linguistic competence in English Language
- digital competence.

I have also obtained the following certificates and diplomas that certify my mathematics and computer competencies:

- The 3rd Award at the Local Olympics in Mathematics in 2021,
- ECDL Start.

I am convinced that the experience gained in high school courses and my abilities will ensure my success in building a solid career in the future.

I mention that I have also enrolled at the Faculty of

If any additional information required, I can gladly provide you with.

Thank you in advance!

Sincerely Yours,
Ion Ionescu