GENERAL

how to sign off a cover letter

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How to Sign Off a Cover Letter: A Complete Guide to Closing Your Application Strongly

When you finish writing a cover letter, the final sentence is just as important as the opening. A well crafted sign off not only reinforces your enthusiasm for the role but also leaves a lasting impression on the hiring manager. In this guide, we'll walk you through the best practices for closing your cover letter, from choosing the right tone to formatting your signature. By the end, you'll know exactly how to sign off a cover letter that feels polished, professional, and memorable.

Why the Sign Off Matters

In the competitive world of job applications, every word counts. Your cover letter is often the first document a recruiter reads, and it can set the tone for the rest of your application. A strong sign off accomplishes several key objectives:

- Reinforces Your Interest – A confident closing reminds the reader that you are genuinely excited about the opportunity.
- Shows Professionalism – Proper etiquette signals that you understand business communication norms.
- Encourages Follow Up – A clear call to action can prompt the recruiter to reach out sooner.
- Leaves a Lasting Impression – A memorable sign off can differentiate you from other candidates.

In short, the sign off is your final pitch. It's the last chance to convince the hiring manager that you're the right fit for the role.

Choosing the Right Tone

Your sign off should mirror the overall tone of your cover letter. If you've written in a formal, business like voice, keep the closing equally formal. If your letter has a more conversational feel—common in creative or tech fields—your sign off can reflect that tone while remaining respectful.

Consider the company culture. A startup may appreciate a friendly, energetic closing, while a law firm or financial institution will likely expect a more traditional, respectful sign off. When in doubt, lean toward a polished, professional tone.

Formal Sign Off Options

These are safe choices for most industries, especially corporate, finance, law, and government:

- Yours sincerely,
- Respectfully,
- Kind regards,
- Best regards,
- Thank you for your consideration,

Semi Formal / Friendly Options

Use these if you've built a warm rapport in your letter or the company culture encourages a relaxed style:

- With appreciation,
- Warm regards,
- Looking forward to hearing from you,
- Best wishes,

Creative / Industry Specific Options

Creative fields often welcome a bit of personality. However, keep it tasteful and relevant to the role:

- Excited to collaborate,
- Creative best,
- Inspired by the opportunity,
- See you soon,

How to Structure the Final Paragraph

Before you write your sign off, you should finish the last paragraph of your cover letter. This paragraph should recap your key qualifications and include a call to action. Here's a step by step outline:

1. Reiterate Your Fit: Summarize why you're the perfect candidate for the position in one or two sentences.
2. Invite Further Discussion: Encourage the recruiter to contact you for an interview or additional information.
3. Thank the Reader: Show gratitude for their time and consideration.
4. Close with Your Sign Off: Use one of the sign off phrases above.

Example of a polished closing paragraph:

"I am confident that my experience in project management, coupled with my passion for sustainable design, aligns closely with the goals of your team. I would welcome the opportunity to discuss how I can contribute to your upcoming initiatives. Thank you for considering my application. **Best regards,**"

Formatting Your Signature

Once you choose your sign off, the formatting of your signature is equally important. Follow these guidelines to ensure a clean, professional appearance:

- Leave Two Blank Lines: After your sign off phrase, leave two blank lines before typing your name. This spacing mimics a handwritten signature.
- Include Your Full Name: Use the name you typically use on professional platforms (LinkedIn, résumé).
- Add Contact Information: Below your name, list your phone number, email address, and optionally a LinkedIn URL or portfolio link.
- Use a Consistent Font: Keep the font size and style consistent with the rest of the letter. Avoid decorative fonts.

Sample signature block:

Best regards,
Jane Doe
(555) 123 4567
jane.doe@email.com
linkedin.com/in/janedoe

Common Mistakes to Avoid

Even experienced writers can slip into pitfalls when closing a cover letter. Here are the most frequent errors and how to dodge them:

- Using a Generic “Sincerely”: In modern business culture, “Sincerely” feels outdated. Opt for a more contemporary phrase.
- Adding Unnecessary Signatures: Some templates include a handwritten signature line. In digital submissions, this is unnecessary and can clutter the layout.
- Forgetting to Match the Tone: A casual sign off after a formal letter can confuse the reader.
- Leaving Out Contact Information: Not providing a phone number or email makes it harder for recruiters to reach you.
- Over Emphasizing: Avoid phrases like “I can’t wait” or “I am thrilled” if they feel forced.

How to Sign Off a Cover Letter for Remote Positions

Remote roles often have a more relaxed culture, but professionalism remains key. Use a friendly yet respectful sign off, and emphasize your enthusiasm for virtual collaboration:

“I am excited about the prospect of joining your remote team and contributing to innovative projects from anywhere. Thank you for considering my application. **Looking forward to the next steps,**”

When to Use a Call to Action in the Sign Off

A call to action (CTA) invites the recruiter to take the next step—usually scheduling an interview. It can be woven into the closing paragraph or added as a brief line before the sign off:

- “I would appreciate the opportunity to discuss how my skills align with your needs.”
- “Could we schedule a brief call to explore this further?”
- “I look forward to the possibility of contributing to your team.”

Incorporating a CTA demonstrates initiative and keeps the conversation moving forward.

Adapting the Sign Off for Different Industries

While the core principles remain the same, subtle adjustments can make your sign off resonate with specific sectors:

Technology / Startups

Use a forward thinking, energetic sign off that reflects innovation.

“I’m eager to help shape the future of your products. **Let’s build something great together,**”

Finance / Banking

Maintain a high level of formality and precision.

“Thank you for your time and consideration. **Respectfully,**”

Healthcare / Non Profit

Show compassion and commitment.

“I am passionate about advancing patient care through your organization. **With gratitude,**”

Digital Signatures vs. Handwritten Signatures

When submitting cover letters electronically, you have two options:

- Typed Signature: Simply type your name in a bold font. This is the most common and accepted format for online applications.
- Digital Signature Image: Some applicants include a scanned image of their handwritten signature. Use this sparingly; it may appear unprofessional if not executed cleanly.

Most employers prefer a typed name with contact details. Reserve a digital signature for official documents like contracts or formal proposals.

What to Do If You're Unsure About the Company's Culture

When the company's tone is ambiguous, err on the side of professionalism. A safe choice is "Kind regards" or "Best regards." If you have a reference or a network contact who can provide insight, use that information to tailor your sign off. If not, keep it neutral.

Sample Cover Letter Sign Offs for Various Situations

Below are a few ready to use sign off examples, each paired with a brief scenario:

Scenario 1: Applying for a Corporate Analyst Position

"Thank you for your time and consideration. **Yours sincerely,**"

Scenario 2: Applying to a Creative Agency

"I'm excited to bring fresh ideas to your team. **Creative best,**"

Scenario 3: Applying for a Remote Customer Support Role

"I look forward to connecting with you and discussing how I can support your global customers. **Best regards,**"

Checklist Before Sending Your Cover Letter

Take a moment to verify that your sign off is flawless:

- Did you match the tone of the rest of the letter?
- Is the sign off phrase appropriate for the industry?
- Did you leave two blank lines before your name?
- Is your contact information accurate and complete?
- Have you proofread for typos or grammatical errors?
- Is the overall formatting consistent (fonts, spacing, margins)?

Completing this checklist ensures a professional and polished final product.

Conclusion

Signing off a cover letter is more than a formality—it's a strategic move that can strengthen your candidacy. By selecting the right tone, crafting a compelling closing paragraph, and formatting your signature correctly, you'll leave a lasting, positive impression on hiring managers. Remember to keep your sign off aligned with the company culture, avoid common mistakes, and always double check your contact details. With these best practices in hand, you're ready to close every cover letter with confidence and professionalism.

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