



COVER LETTER top tips

What is an effective covering letter/cover letter?

It is a well written letter which 'sells' you to a potential employer. It should do the following:

- introduce you to the employer
- explain clearly and enthusiastically why you are interested in the job and the organization
- clarify why you think that you are a suitable candidate for the role
- highlight your 'unique selling points'

When do I use a covering letter?

Usually you send a covering letter with your current CV; think of them as an 'application package'. If you have been asked to send your application via email, you can either attach the covering letter, application and CV to an email which clearly explains that you have done this or use the covering letter as the text of the email and explain that you have attached the CV or application form. The employer may request a CV and covering letter as the start of the application process.

General Rule

- Cover letter should be word processed
- Font 11 or 12
- Neat and tidy
- Must be checked for accuracy
- Always keep a copy (so you can refer back to it when you get an interview).

Layout and Tips

Your name address
Contact details
Date

Name
Title
Company
Company address

Re: (reference – if you have one relevant to job you are applying for)

Dear Sir/ Madam (or if you know the name **Dear Mr Smith**)

Why are you writing to them? (Opening paragraph) (Include if you can where you saw the job advertised)

I am writing to apply for the position of

What relevant experience you have? (Middle paragraph)
(Talk about Key points from your CV) (Talk about relevant work experience and provide examples)

As you can see from my CV.....

Why do you want the position you are applying for (refer to your or the companies/ organisation skills, qualities) (What can you offer the company)

I believe I am

Thank you for taking your time to consider me for the position of _____ . I look forward to hearing from you soon. (closing paragraph)

Yours faithfully (or Yours sincerely – if you have started the letter with the person’s name e.g. Dear Mr Smith)

Sign it

Print your name

<p>Tip</p> <ol style="list-style-type: none">1. Look at CV tips document to gain useful information on how to start sentence, useful phrases and power words.2. Research useful information about the company/ organisation and include it if relevant.3. Look at what skills and qualities for that job and try to include it if relevant.
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