

Writing a Cover Letter

1. When you send a CV to an employer either in response to an advertised job or as a speculative application you should include a cover letter.
2. A Cover letter is a one page letter attached with your CV which outlines briefly the position you are applying for, why you are applying and why you should be considered for an Interview.
3. Many HR Departments in companies accept CVs by email as well as by post. When using email use the main body of the email to write the cover letter.

Tips on writing a cover letter

Address your letter to a named person where possible.

For speculative applications ie: applying to a company who have not advertised a job, phone the company and ask for the name of the person who deals with recruitment . This ensures that your CV/letter gets to the right person.

Don't be afraid to use bullet points within the body of the cover letter. This is particularly effective when listing specific skills that are important to ensure they stand out, or to make the cover letter easier to read and create variety in formatting.

Use similar font style and size as the CV if sending a hard copy of your CV. It creates consistency and looks more professional.

Keep the letter to one page with short paragraphs. Usually 3-4 paragraphs. These Paragraphs must follow a structure (Refer to *General Format of a Cover Letter*)

Remember that a cover letter is a brief summary of your CV without all the detail that is in your CV. It is important to highlight your skills developed through Academic, Work and Social that you can bring to the job.

The cover letter is a tool to summarise your CV but also to draw the employers interest to read your CV.

Following that. Your CV should expand further on details as highlighted on the cover letter and create interest to bring you in for an Interview.

General Format of a Cover Letter

Your Address
Telephone Number

Date

Name of contact person
Name of Organisation
Address

Dear *Name* (or Sir/Madam as appropriate)

Paragraph 1 (Opening)

In the opening paragraph state what position you are applying for and where you saw it advertised. For a speculative letter state what type of work you are seeking.

Paragraph 2 (Why you...Your Academic/Work and other skills)

A summary of what you have to offer the company: includes Academic study, subjects/project work, technical skills developed, work experience, interpersonal skills, any relevant interests or achievements relevant.

Paragraph 3 (Why them...Company research)

This paragraph is an opportunity to demonstrate what you have researched about the company and why you would like to work with them. Summarise your talents and how they might benefit the employer. (Remember, you are seeking to persuade the reader to see you).

Paragraph 4

Reiterate your interest and your availability for interview.

Yours Sincerely,

Signature:

(Your name)