

Cover Letter

Your goal when writing a cover letter is to encourage the employer to read your Resume. Cover letters should grab the employer's attention and impress them with your interest and suitability for the position advertised.

It is more effective if you personalise the letter by doing some research and writing your cover letter tailored to the company and the job position.

The cover letter is an introduction to your Resume and should feature your employment history, abilities, education and your ability to meet the employer's needs.

Like a Resume your cover letter should never be generic, the cover letter needs to be specifically written for each different position you apply for. As with your Resume, it is imperative that there is no spelling or grammatical errors so have someone proof read your cover letter and do not rely on spell check. Your cover letter should fit on one page.

These are the 3 main paragraphs to address in your cover letter.

Introduction

- Introduce yourself and why you are writing to the employer
- Name the position of the job you are applying for and the source of the advertisement
- In a couple of sentences explain why you believe you are the most suitable candidate.

Body

- Link your past experience, skills and abilities to meet the require criteria
- Do not repeat what is in your Resume, summarise your relevant qualifications and highlight your other achievements

Closing

- Your closing should be brief, for example: I would appreciate the opportunity to discuss my application more extensively in an interview. I can be reached at (contact number) or by (email address)
- Close by thanking the employer for their consideration of your application