



COVER LETTER

first impressions count

A carefully written cover letter that is tailored to the job you are applying for is the first step in the process of selling yourself to a prospective employer. It should not repeat but highlight information that is in your resume.

A well written cover letter should

- Introduce you to the employer
- highlight and/or add key information to your resume
- inform the reader about your skills and experience and what makes you the best applicant for the position
- show that you know about the organisation and have done your research
- be interesting enough so that it makes the employer want to find out more about you

- be concise and to the point whilst still conveying your message such as skills and experience you have that directly relates to the role, why you are interested in the position and what makes you the best candidate for the position
- highlight the skills, experience and knowledge you have that directly relates to the position.

Formatting your cover letter:

- Keep your letter to one A4 typed page
- font size 10-12
- font style: Times New Roman or Arial
- use plain business English, avoid using abbreviations, jargon or slang
- ensure your spelling and grammar is 100%
- be clear and concise, address one main idea in each paragraph
- white space between paragraphs
- ensure the name of who you are addressing is correct.

A cover letter outline:

Your Name
Street address
CITY STATE Postcode

Day Month Year e.g. 10 August 2018

Recipient name
Position title e.g. Human Resource Manager Company Name
Company name
Street address
CITY STATE Postcode

Dear recipient name

Paragraph 1: Introduction and outline of what you are applying for.

Paragraph 2 and 3: Outline why you are interested in the position and the skills or knowledge you have that relates to the position. Things to include are your latest qualification or the qualification you are currently undertaking, any particular majors, courses or projects you were involved in, previous work experience and any interests you have that are relevant **to the position you are applying for.**

Paragraph 4: Outline anything else from your life experience such extra-curricular activities, groups or associations that could link your experience with what the organisation is looking for.

Paragraph 5: Conclude by outlining the documents you have included such as your resume and transcript, re-enforce your interest in the position and that you are looking forward to discussing your application further and that you can be contacted on.... (Include your phone number and email address here).

Yours sincerely

(space)

Your Name

Resume

all about
YOU

Cover
Letter

all about
THEM