

Cover Letter

Cover Letter

- One page document that you submit as part of your job application
- Highlights relevant information from your CV
- Details how your skill set aligns with the role
- Opportunity to sell your skills

What to include

- Beginning
 - State the position to which you are applying
 - Mention where you saw the job advertised
- Middle
 - Why the company and the role attract you
 - Summarise your strengths
 - Match your strengths to the role
- End
 - Availability for interview
 - Thank employer for reading letter

Remember:

- Always include a cover letter
- Read the job description
- Mention your relevant experience
- Sell your skills
- Check spelling and grammar
- Get someone to proofread before you send