

## WRITING A COVER LETTER

**A cover letter is your first introduction to a potential employer or recruitment consultant and will create and instant impression – make sure it has no errors also keep it simple and make sure you include the following paragraphs: -.**

### **Paragraph 1 – Why!**

Explain why you are writing and the job you are applying for. Write something about why you would be good for the job/organisation to entice them to keep reading.

### **Paragraph 2 – What!**

Briefly explain your current or most relevant job and the skills you have that have been specified in the job advertisement. Keep this as brief as your CV will explain in more detail – it is just a taster.

### **Paragraph 3 – When!**

Outline what you would like to happen next - write you would like the opportunity to meet them for an interview and you' look forward to hearing from them, or that you'll call and specify a timeframe. You take control by calling when you say you will.

#### **QUICK TIPS:**

- ▶ Include your contact details – address, phone numbers and email address.
- ▶ Check the spelling and details of the person you are sending it to – don't address it to Dear Sir or Madam. (A quick call to the company will give you all the correct information – never be afraid to ask)
- ▶ Customise the letter to the job brief and employer
- ▶ Always check spelling and for grammar.
- ▶ Use positive language
- ▶ Keep it short and make sure you haven't duplicated information.

