

# Cover letters



When you apply for a job, you should include a short cover letter or email with your CV / application. This is to introduce yourself to the employer and briefly explain why you're interested in the job and the company. It's particularly important to do this if you're making a speculative application, where there isn't an advertised vacancy.

A cover letter shouldn't be a copy of your CV – the aim is to make sure the employer wants to know more about you.



## Getting Started

- 1 Choose a plain, easy-to-read font, ideally the same as in your CV or application.
- 2 Try and address it to a named person. A job advert often gives you a name but if not, look on the organisation's website for the head of department or HR manager. If you can't find the information, phone and ask. If you still can't track down a name, start with, 'Dear Sir or Madam'.

## Key details

- 3 If you're applying for a vacancy, state the job title, reference number (if there is one) and where you saw the advert.
- 4 If there's no vacancy but you're enquiring about openings with the company, explain what kind of job you're looking for.

## About you

- 5 In two or three sentences, explain why you want to work for them and why you think you're the right person for the job. The trick is to do this without repeating everything in your CV!
- 6 Mention one or two selling points, such as your skills and experience.
- 7 Check out their website and social media so that you can talk about what they do.



## Before you finish



- 1 Thank the employer for considering your application.
- 2 If there are any dates when you can't go for an interview then say so here.
- 3 Include your own contact details: address, email, telephone number. If it's a letter, these go in the top right hand corner, along with the date.

## Signing off

- 1 'I look forward to hearing from you' is a good way of ending the letter.
- 2 If you have written to a named person, sign with 'Yours sincerely' followed by your name. If you have addressed it 'Dear Sir / Madam' then use 'Yours faithfully'.

## Before you send it

- 1 Read it through one last time. Check spelling and grammar and make sure the company details and job references are all correct.
- 2 Remember to attach or enclose your application or CV!

## Tip!

Write a **new** cover letter / email with each application. The basic details, such as your contact information, may stay the same but make sure the rest of it matches the job and the company

