

HOW TO WRITE A COVER LETTER

HOW TO WRITE A PROFESSIONAL COVER LETTER

A **cover letter** is a document that you can provide with your Resume when applying for a job. It basically is a brief introduction of who you are, your skills and experience and why you are interested in the advertised role. When writing a cover letter for the first time and you have had no previous work experience, keep it short and simple.

A good cover letter should include:

- Personal Details** - Your name, email address and phone number at the top of the page
- Addressee** - The name of the Business and the contact person's full name and address/email if you have it
- Date** - The date you are writing the letter
- Greeting Line** - (Dear Name of Hiring Manager/CEO if you know it) or To Whom it May Concern (if you don't know the person's name)
- A Reference Line** - (Re: Application for job title or Reference Number)
- Opening Paragraph** - a statement that briefly introduces you to the reader and why you are applying for the job.
- Main Body Paragraph*** - Describe your skills, qualities, and characteristics that are relevant to the job, any previous work experience and what your responsibilities were.
- Closing Paragraph** - thanking the Hiring Manager for considering your application and indicating your availability for an interview.
Also specify any supporting documents attached to your application (e.g. Resume, Selection Criteria etc.)
- Sign Off** - end your letter with Yours Sincerely, Best Regards or Kind Regards
- Your Name** - underneath the sign off put your full name

*If you don't have any formal work experience, things you can mention in your **Body Paragraph** may include:

- General skills that help you work as a team member or part of an Organisation
- Personal attributes that will help you learn to work in a work environment
- Key strengths and contributions you have made to demonstrate you are a good applicant
- School work experience or volunteer work that demonstrates your work ethic, strengths and attributes
- Any sporting or community club participation (if relevant)
- Any hobbies or interests that may be relevant to the job or demonstrate your experience and willingness to learn

NOTES:

- ✓ Proof-Read your letter – Ask a friend or family member to have a look at it before you submit it
- ✓ Ensure your contact details are correct
- ✓ Do your Research – have a look at the organisation's website – see what they do and where they operate – look at any areas or aspects that interest you want to know more about
- ✓ Update your letter for each job application to make it is relevant to the specific job

HOW TO WRITE A COVER LETTER

SAMPLE LETTER

[Your full name]
[Your Address]
[Your Phone Number]
[Your email address]

[Date]

[Name of Hiring Manager]
[Name of Organisation]
[Address or email address of Organisation]

Dear [Name of Hiring Manager]

RE: [Application for Job Title and or Reference Number]

My name is [full name] and I am writing to express my interest in joining [company name] as a [position title]. I believe I can be an asset to the organisation because [provide a reason to hire you]. By working as a [position title] I hope to [list your career goal/objective]. I am excited to enter the [job industry type] and am eager to have the opportunity to work at [organisation name].

I am currently in [list year at high school or TAFE and what subjects you are studying]. I believe I have the skills to perform the job responsibilities because [list any experiences relevant to the job you're applying for]. I hope to get work with [organisation name] because [list a reason specific to you and why you want to work with the organisation].

Thank you for the opportunity to express my interest in [name of organisation] and I look forward to meeting you in person should I be successful in gaining an interview. I have attached my [supporting documents ie; Resume or Selection Criteria] to support my application.

Kind Regards

[Your Full Name]