

Writing a Cover Letter

- The letter should be personally addressed to someone by name.
- It must be laid out as a standard business letter.
- It should never be more than one page long.
- It should be printed on a good quality paper. Ensure the stationery used for your CV and Cover Letter are the same.
- It must quickly explain what you have to offer.
- Summarise your experience and achievements that are relevant to the job being applied for.
- Highlight the most important points from your CV.
- Persuade the employer that you are confident you can do the job, and convey enthusiasm.
- Keep words, sentences and paragraphs short. It is recommended that there should be no more than four or five paragraphs, or 200 words.