

The Cover Letter

Think of it as your first date and set out to impress

Check List

- Is the cover letter customised for the particular job?
- Have I said what I can do or contribute to the organisation?
- Have I showed enthusiasm for this opportunity?
- Have I focused my skills to match the job description?
- Have I checked or got someone else to check for SPELLING, GRAMMAR & TYPING MISTAKES?
- Have I addressed my cover letter to the person in charge of hiring?

Devote time and effort to writing your cover letter. EFFORT = RESULTS

It should be demonstrated that you understand the job on offer

Never just say “I am the right person for the job”, or “I have all the skills you are looking for”, describe yourself with written examples. Show experience, achievements, work ethics and personality traits that specifically address each job requirements.

If they are asking for reliability, how can I show I’m reliable?

I have been working at McDonalds, Mt Gambier for the past 12 months, while studying Year 11 at Grant High School

I baby-sit on a regular basis for several Mt Gambier families and am always on time and organised

If they are asking for a self motivated person, how can I show I’m motivated?

I have done 1 day a week volunteer work at, for the past 3 months, to develop my skills and give me a better understanding of this working environment.

I am currently working up to 15 hrs per week, while balancing study, home jobs and my part time work. I have excellent time management and organisational skills and am working hard to develop my communication abilities

If you don’t have any examples to give then maybe it’s time you did something to develop your working knowledge and work ethics. Volunteer yourself to an organisation, involve yourself in fundraising activities, join a club or committee, do work experience. What you gain from doing the unasked is far more than what you give; it allows you to demonstrate work ethic.

Tips for Cover Letters

Your Name
Address
Contact Number

Their Name
Address

If you are responding to a specific add, include the job title, reference or number (if there is one) e.g.

RE: Marketing Assistant Role (Ref No MA3456/7)

When you can use the correct title for the person doing the hiring
E.g. Mr John Smith (check that you have spelt the name of the person and the company correctly)

Introduction

- Let them know you are applying to such and such a job, adding where and when the job was advertised

Body

- The 2nd and 3rd paragraphs are the body.
- You want to appear as the perfect candidate
- Research the job, what would help make you the perfect candidate
- What is it that the employer is looking for, most will have some key skill requirements, make sure you address all of them
 1. How have you gained similar experience
 2. What you did/do and how you did/do it
 3. What the results of your actions were
- Tell the recruiter what skills, knowledge, experience, qualifications and personal attributes you are offering
- What are your selling points and why should they hire you
- Focus on what the employer would be looking for – remember your transferable skills
- Why do you want to work for this company – showing you have researched a company and know what it stands for can mean a lot
- Mention anything you are particularly proud off – remember to keep it focused towards being beneficial in the job

End

Thank the person for their time, let them know that you are looking forward to meeting with them and let them know that your resume is attached

Yours Sincerely

Your Name