

## TOP TIPS

### Writing and structuring a Cover Letter

When asked for a Cover Letter & CV always include them both in the same word document, starting with the cover letter and scrolling down to the CV. This stops any part of your application getting lost and makes reading your application much easier for the recruiter. Consider putting a small, non-descript header or footer on the whole document with a page number, your name and the vacancy applied for- this way if any pages get separated the recruiter can see as such. Set out the information as below:

Your address

Your address

Your address

Your address

Date

Contact Name

Organisations address

Organisations address

Organisations address

Organisations address

RE: Job Title/Reference XXXX

Dear Mr/Ms/Mrs XXXX (contacts last name)

Paragraph 1: Identify the position you are applying for and how you came to be aware of the vacancy.

Paragraph 2: Draw attention to relevant aspects of your education, work experience, skills and qualities contained within your CV or Application Form and state how these qualify you for the position.

Paragraph 3: Highlight any other relevant information and identify why you are attracted to working in that particular role or for that particular organisation. This paragraph is particularly useful for demonstrating your research and knowledge of the company and the vacancy.

Paragraph 4: Briefly mention availability for interviews, thank the reader for their time, and that you look forward to hearing from them.

Yours sincerely

Sign Your Name

Print your name