

## Your cover Letter:

### When writing a cover letter, you should:

- Put your name and contact details at the top of your cover letter. You don't have to give your postal address, but you do need to include your email and phone number.
- Address the recruiter or hiring manager by name.
- Introduce yourself.
- Mention the job you are applying for.
- Show that your skills and experience match the skills and experience needed to do the job.
- State why you want to work at the organisation.
- Encourage the reader to read your resume.
- Keep it short. A cover letter is meant to be a summary of your resume, so don't write more than one page.
- Use a different cover letter for each job you apply for. Your cover letter needs to show that you know what the job involves, and what the employer is looking for.
- Consider your email address. Your email address should create a professional impression. Don't use an email address like yolozapbangpowdude@xmail.com.
- Try to use the same language. By using the same language as people who do a particular job shows that you understand the industry or field that the employer works in.
- Finish your cover letter by asking the employer to read your resume. It should also ask them to contact you about an interview. Try something simple like, 'I have attached a copy of my resume. I look forward to hearing from you about this job'.

### There are some things that should never be in your cover letter. Here are some things to watch out for.

- Typos or mistakes: Always spellcheck your cover letter. It's even better to get someone else to read it and point out any mistakes or confusing things.
- Don't cut and paste your resume into your cover letter. Try to re-word the information in your resume, rather than just repeating it. Keep your cover letter short and let your resume tell the whole story.
- Try not to over use phrases like 'I believe', 'I have' and 'I am'. Remember, it's not about you – it's about how you can help the employer.
- Don't mention your other job applications.