

2 How to: Write a Cover Letter



Cover letters

What makes a good cover letter?

the one that gets you an interview !

- ❖ Read the advertisement several times to understand exactly what the employer wants.
- ❖ Enthusiastic opening sentence (why you want this position).
- ❖ Then a few Bullet points (eg skills- qualifications- experience- attributes) demonstrating your suitability for this position (matched to the advertisement).
- ❖ Positive-strong- ending.
- ❖ One page only.
- ❖ No waffle-keep sentences, paragraphs-short-simple-to the point.
- ❖ No spelling mistakes.
- ❖ Have someone proof read the letter for you.
- ❖ The job title-publication&date (eg The Courier Mail)-in the RE: line before Dear_____.
- ❖ All information-including date and your details left margin.
- ❖ Address the letter to the name of the person in the advertisement (make a phone call if necessary).
- ❖ Name unavailable-Dear Sir or Madam, /Dear manager,
- ❖ No indenting.
- ❖ Yours faithfully = Dear Sir or Madam.
- ❖ Yours sincerely = Someone's name.
- ❖ Keep a copy.

Cover letters

Find a position advertisement that would be suitable for you.

Write a cover letter for this position in your own words using the techniques outlined on the previous page.

DATE

Your name
Street
Suburb
City and postcode
Phone number/fax/email

Title
Name
Name of organization
Street
Suburb
City postcode

RE;

Dear

Cover letters

Not every employer has the common decency to respond to your application. So take matters into your own hands to find out why you were not offered an interview-

They may have;

-  Not received the application.
-  Lost the application (It does happen).
-  Put the interviews back a week.
-  Been unable to contact you.
-  Filled the position without interviewing.

When you follow up you will know exactly what is happening and can obtain feedback if you wish.

Sitting around waiting and wondering whether you will be contacted is of no value to you.

When you apply for a position

LIST:

-  The position applied for.
-  Name of organisation.
-  Date.
-  Contact Name - if available.
-  Phone /fax/email contact.
-  Follow up date.

Photocopy the following page and keep a record of all the positions you apply for.

And Follow up Your hard work!

Cover letters

Applications - Follow up

Date	Position & organisation Name	Contact name	Phone/fax/email	Follow up date

Notes:
