

What to include in your cover letter

Opening the letter

The opening paragraph should be short and to the point and explain why it is that you're writing.

Example:

I would like to be considered for the position of 'IT Manager'.

It is also useful to include where you found the ad i.e. as advertised on a digital newspaper or, if someone referred you to the contact, mention their name in this section.

Second paragraph

Why are you suitable for the job? Briefly describe your professional and academic qualifications that are relevant to the role and ensure you refer to each of the skills listed in the job description.

Third paragraph

Here's your opportunity to emphasise what you can do for the company. Outline your career goal (make it relevant to the position you're applying for) and expand on pertinent points in your CV.

Fourth paragraph

Here's where you reiterate your interest in the role and why you would be the right fit for the role. It's also a good time to indicate you'd like to meet with the employer for an interview.

Closing the letter

Sign off your cover letter with 'Yours sincerely' and your name.

How to present your cover letter

Nothing's more frustrating for recruiters than attempting to read an illegible document. A typed document in an easy-to-read font will ensure the recruiter can scan your cover letter easily. Also, keep it brief. One side of A4 should be sufficient.

A SAMPLE OF A COVER LETTER

Dear Mr Brown,

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.

As you can see, I have had extensive vacation work experience in office environments, the retail sector and service industries, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like [insert company name].

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely
