

## Writing a cover letter

Cover letters can be difficult to master because they are a bit more emotive in nature than a CV. Use this handout to guide you in creating the perfect cover letter to accompany your CV.

### The Basics

Cover letters do not need to be written as an actual letter. You do not need to include your address or the address of the prospective employer.

You should tailor each cover letter to the job you're applying to.

Keep paragraphs short and concise. Stick to roughly half an A4 page, no more than one page.

Do not simply repeat what is on your CV. You should be explaining how the facts on your CV make you a suitable candidate for the role you're applying to.

### Paragraph one

Make clear the role you are applying for and where you saw it advertised.

*I am writing to apply for the role of Junior Software Developer, which I saw advertised on LinkedIn.*

### Paragraph two

Briefly talk about your background experience. Remember most of this information is on your CV so it should be very concise and does not require much detail.

### Paragraph three

Match your skills to the role. Use the job description and/or person specification to help you do this. Explain why your skills and experience make you a good fit for the role.

This should be tailored for each application, although you may find that many roles are looking for similar skill sets and so it may require minimal changes when amending it for each role you apply to.

## Paragraph Four

Pick a particular product, service, project, or area of interest within the company you're applying to. Mention this is something you are keen to know more about and/or get involved in. This shows you have done your research into the company and know what they are actively doing.

## Paragraph Five

Thank the reader for taking the time to review your application, and remind them they can contact you to discuss further.

*Thank you for taking the time to consider my application for the role of \_\_\_\_\_. Please do not hesitate to contact me if you have any questions, or wish to discuss my application further.*

*Yours sincerely,*

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If you would like to have your cover letter reviewed before sending it off then please reach out to one of the careers team on Slack.

If you wish to have a careers 121 session then please book with either Lee or Paul below.

[Careers 1to1 Session \(Lee\)](#)

[Careers 1 to 1 Session \(Paul\)](#)