A cover letter is a single-page letter that you include with your job application.

# The purpose of a cover letter

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

* introduce yourself
* mention the job (or kind of job) you're applying for (or looking for)
* show that your skills and experience match the skills and experience needed to do the job
* encourage the reader to read your cv
* finish with a call to action (for example, asking for an interview or a meeting).

**How long should a cover letter be?**

* Keep it short. A cover letter is meant to be a summary of your CV, so don’t write more than one page.

## What to include in your cover letter?

## Your name

## Their name

## Under your own name, you should include:

## the name of the person you’re writing to

## their position or the name of their company

## The name of the job you’re going for

## A list of your relevant skills

## A summary of why you’re right for the job

## Ask them to contact you

## What you shouldn’t include in your cover letter

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

## Typos or mistakes

## Including your whole CV in your cover letter

## Try not to over use phrases like ‘I believe’, ‘I have’ and ‘I am’.

## Don’t mention your other job applications