

How to write a Cover Letter

- Think what they want to hear.
- And then break it down into lots of small questions, which you can answer more easily.
- Afterwards, read it over and group all the same ideas into paragraphs.
- And get rid of any ideas which are repeated in the essay.
- Short, concise bullet points on what you have to offer.
 - People read cover letter first and then look at CV

Suggested structure for your covering letter:

First Paragraph:

State the job you're applying for.

Where you found out about it (advert in The Guardian newspaper etc. - organisations like to know which of their advertising sources are being successful)

When you're available to start work (and end if it's a placement)

Second Paragraph:

Why you're interested in that type of work

Why the company attracts you (if it's a small company say you prefer to work for a small friendly organisation!)

Third Paragraph:

Summarise your strengths and how they might be an advantage to the organisation.

Relate your skills to the competencies required in the job.

Last Paragraph:

Mention any dates that you won't be available for interview

Thank the employer and say you look forward to hearing from them soon.

If you start with a name (e.g. "Dear Mr Bloggs") you should end with "Yours sincerely". If you start with "Dear Sir or Madam" you should end with "Yours faithfully".