

# Cover Letter Writing

## Tips for Applicants

Your cover letter is the very first impression you give to a prospective employer. A well written document may mean the difference between getting an interview or maybe missing out.

### Objective of the cover letter

The aim of a cover letter is to:

- Introduce yourself to your prospective employer
- Convey your interest in the role/company and why you are applying for the position
- Demonstrate that your skills and experience match those required and you are a good "fit" for the role
- Generate interest in the reader so they are drawn to reviewing your resume

### Creating the cover letter

It is recommended to:

- Keep the cover letter content to one page (a half page is preferable). A concise document is more likely to be read, understood and remembered.
- Incorporate a few brief statements demonstrating your ability to perform the role and how your skills and knowledge match those required.
- Tailor the cover letter. Address the cover letter to the Hiring Manager and include their name if known. Customise the content to the role you are applying for.
- Ensure you include your contact details (including phone and email).
- Include your reason for applying for the position. Aside from your qualifications, skills and experience, this is something a Hiring Manager wants to know and is an opportunity to relay your interest and enthusiasm for the position.
- Take the time to research the company and role and make this evident in your letter. This shows that you are genuinely interested in the position.
- Ensure your cover letter is grammatically correct and free of spelling errors and typos. One simple typo may be interpreted as a lack of attention to detail or and may eliminate you from the selection process.
- Conduct a final proof read and spell check of the document before submitting.