

Cover letter

A cover letter is and should be as unique as you are. Traditionally the CV is a formal document and should fit certain criteria. However, the cover letter is something that you can make your own. It can be the key to getting that all important interview. In a tight recruitment market like we have today, you need to differentiate yourself and the strength of a well written cover letter cannot be overestimated.

- The cover letter should be clear and to the point
- The actual letter should consist of three or four paragraphs. It should not be longer
- Introduce yourself and make reference to the position you're interested in
- Personalise it. Give additional information about yourself. Explain why you are interested in the role; show how motivated you are by the position and the Company.
- Ensure that your personality comes through and that the cover letter is not too "standard".
- Make sure that there are no grammatical or spelling errors in the letter
- If a Company requests a handwritten cover letter, ensure that it is handwritten. If the Company does not state a preference, then it can be printed
- Give a brief description and tailor your experience to suit the job requirements
- Ensure that you clearly point to a particular item on your CV of particular relevance to the job
- Make sure that it is clear to the employer why you would be a good match for the job
- It looks good to show that you have done research on the Company. It's important to show that you have made the effort and this can be done by indicating a particular person's name
- Ensure that your contact information is clearly visible and can be easily found for the person to contact you
- Suggest an interview in a professional manner and give an indication of when you'll be available for interview. Include any dates you might be unavailable.
- And finally remember that a good cover letter sent with your CV will always give you an advantage, so spend your time and energy writing it.