

Cover Letter

- A good cover letter sent with your CV will always give you an advantage
- 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
- 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 into 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
- Finally, request 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.