



Writing a Cover Letter

A complete job application consists of a cover letter and a résumé. The cover letter you send provides you with the first opportunity to present yourself to a potential employer. It is more than just a brief note. Together, with the resume, it provides you with an opportunity to sell yourself as a highly suitable candidate for the job. There are usually two types of application letters:

- 1) A response to an advertisement
- 2) To be considered for a possible vacancy – often called the ‘cold canvas’ letter

The employer will probably have many applications to read, therefore the letter needs to be concise and to the point – and definitely no more than one page long.

Suggested Cover Letter Layout –

Opening:

- ★ List your name, address, telephone number (with area code), and email contact at the top of the page
- ★ Address the cover letter to a specific person (if you know it)
- ★ If name and title are unknown, address it to: Human Resources Manager, or The Managing Director

Introduction:

- ★ Begin with an introduction paragraph
- ★ Name the specific position for which you are applying
- ★ State interest and purpose

Middle Paragraphs:

- ★ Write up your skills to aim toward the position
- ★ Explain what you can bring to the job

Concluding Paragraph:

- ★ Write that you look forward to receiving a call
- ★ State your availability to interview
- ★ Thank the interviewer for his or her time and consideration

Close:

- ★ Don't forget to sign the letter above your typed name.
- ★ State enclosures, i.e. résumé, academic results or references (only if required)
- ★ Proofread

Important Note

If the advertisement lists Selection Criteria to be addressed, please refer to our tips and tools on Addressing Selection Criteria.