

## Cover letter

A cover letter needs to say more than just 'here is my CV'. It needs to outline why you are the ideal candidate for the job.

This document will guide you through how to put together a cover letter that employers will find useful.

### Cover letter guidelines:

- ALWAYS include a cover letter specific to the position you are applying for.
- Address the letter to the contact detailed in the advert if one has been provided otherwise use 'Dear Sir/Madam'. Use 'Yours sincerely' if you know the persons name and 'Yours faithfully' if you don't.
- Try to keep the letter to one page maximum.
- Using the advert pick out highlights from your CV that are relevant to the specific application. Try to keep to six key bullet points.
- Detail what attracted you to this position and outline why your feel you are a serious contender.
- Check for spelling mistakes.
- Keep the letter brief, factual and to the point.