

Covering letter

- Good luck with your application!
- Always undertake some background research into the job and organisation.
- This is your first contact with a prospective employer. Use it to highlight the information in your resume that is relevant to the position you are applying for.
- Tailor your covering letter for every application – never send a generic covering letter.
- Try to keep it to one A4 page in length if possible.
- Use the correct name and title of the contact person in the organisation (check the spelling).
- Include the name of the position, where you saw the advertisement (if relevant), your main selling points, reasons for applying, skills/background that is suited the position and company, and conclusion.
- Keep the language simple and clear.
- Proof read your letter; better still – have someone else look over it for you.