

How to Write a Cover Letter

A well thought out and carefully written cover letter is the first step in the process of selling yourself to a prospective employer. So make it count!

Cover letters should:

- Be easy to read
- Be tailored to the specific role you are applying for
- Express your interest in the role
- Articulate how your background and experience match the role
- Focus on how the company would benefit from recruiting you
- Ask for an interview
- List clearly your mobile number and email address

Length

- One page with 3 or 4 paragraphs
- If answering a list of key selection criteria it can be longer

Font

- Simple readable font such as Arial, Georgia, Calibri, Franklin Gothic Book
- 12 point
- Using the same font as your resume would give a professional polished impression

Format

- Use Microsoft Word
- It is not recommended to send in PDF format as most software used by recruitment companies convert resume and cover letter documents into a database and this works better with Word

Title of document

- Your name and name of position eg. ESchwartzAdminAsstCoverLetter.doc

How to Write a Cover Letter

For further information on job seeking skills, you may like to attend one of our Tools and Techniques for Job Seeking workshops.

The workshops include information and tips on:

- Job search strategies (including using career websites, recruitment agencies, LinkedIn and networking)*
- How to identify and respond to key selection criteria*
- How to write a cover letter and resume and target them to each position*
- Interview skills*
- Employability Skills*

Previous participants of this workshop have found it to be very useful and enjoyable. For bookings or more information, please call the Employment & Education Centre on 8517 5912 or email eec@jewishcare.org.au