

Instructional Cover Letter

DO NOT COPY: This document is provided as a learning tool, and as a guide for formatting and ideas. Your cover letter must reflect your unique skills and experiences and should be adapted for each organisation.

Your Name
Your address
Your phone number (home and/or mobile)
Your email address

The recipient's name (the person you are sending the letter to)
The recipient's title
The name of the organisation (or recruitment company)
The address of the organisation (or recruitment company)
Suburb or Town, State Postcode

The date you are sending the letter e.g. 20 February, 2014

RE: Information to help the reader know why you have written to them
(e.g. Position Available – name and number of position)

Dear Mr X/Ms Y etc.,

This is an introductory paragraph that explains why you are writing and why they should keep reading. In two to three sentences you need to get their attention and show them why you are a person they might want to employ.

This is the second paragraph that you use to provide details about your skills, knowledge and experience that relates to the positions they have, or might have. You can also list *relevant* achievements here. (You should have already researched this by phoning them and looking at their website or marketing materials.)

This is the third paragraph where you show you are a good 'fit' for the organisation – this means demonstrating that you understand the organisation well – how large it is, what kinds of clients or customers it has, whether it is part of a chain, international or local, and level of prestige. Don't simply 'cut and paste' information from their website.

This is the final paragraph where you can thank them for reading your letter, and you should also say you are sending your resume and would be keen to meet them for an interview.

Yours faithfully *or* Yours sincerely

Your name

Important note: your cover letter should be no longer than a page and there should not be too many words on it.

Information also available on <http://careers.angliss.edu.au>

Disclaimer: This information is provided to students to assist with their career and employment goals. It is correct at the time of writing (December 2013), but may change without notice and may not be appropriate in all situations; therefore readers are advised to use this information as guidance rather than fact. William Angliss Institute and the Careers and Employment Service accept no liability for the content of this information, or for the consequences of any actions taken on the basis of the information provided.