

# Cover Letters



## What are they and why are they important?

A cover letter is a letter that you send to complement your CV when applying for a job. It is your opportunity to include additional information about your skills, knowledge and experience to help support your application.

## Futures Top 10 Tips:

- 1 Cover letters should always be written as a formal business letter and be no longer than three paragraphs.
- 2 Make sure you address your cover letter to a specific person. If this is not possible address it to 'Sir/Madam' and sign it 'Yours sincerely'.
- 3 Make it targeted to the role and organisation that you are applying for.
- 4 Do not use slang or abbreviations.
- 5 Include examples of your skills i.e. 'I am an excellent time keeper. I currently volunteer in a charity shop and have responsibility to open up on time.'
- 6 Include details of how you will benefit the organisation.
- 7 Make it as polite and positive as you can.
- 8 Keep it concise and to the point.
- 9 Include brief details about your previous work experience but do not repeat what is in your CV.
- 10 Make sure you spellcheck the letter and ensure your grammar is correct. If you are not sure, get someone else to check it for you.

## Sentence starters to use in your Cover Letter

Working as a volunteer, I have gained the following skills that would support me in this role...

The position of the role of ... really appeals to me because...

I have a great passion for... and this further supports my application for this role.

I'm keen to work for a company with a great reputation and high profile like...

My proven track record of... showcases my ability to...