



ARDOCH

**REALISING CHILDREN'S POTENTIAL
THROUGH EDUCATION**

Cover Letter Tips and Tricks

A cover letter allows you to introduce your self and show you are the right person for the job. It gives you a chance to outline your qualifications, experience and work traits while showing you have strong written communication skills

Tips

- Keep your cover letter short 1 page, 2-3 paragraphs
- Tailor your cover letter for each job you apply for
- Address your cover letter to a specific person
- Remember to proofread everything

What not to include

- Typos or mistakes – proof read
- Your whole resume – this is only a quick summary, they will have your resume to re read
- Don't use I too much
- Don't mention other job applications

What to include

1. Your name and contact details – Phone and Emails
2. Their name and contact details – If provided
3. The name of the job you are going for. – opening line can be I am writing to apply for the recently advertised (Insert Job)
4. A brief summary of relevant skills, include brief examples.
5. A summary as to why you are right (a brief overview of personal attributes)
6. A call to action – I have attached a copy of my resume and look forward to hearing from you

Resources

[What is a cover letter and why do I need one \(Job Jump Start\)](#)

[How to Write a Cover Letter – Workbook \(Job Jump Start\)](#)

[Cover Letter Quality Check – Tip Sheet \(Job Jump Start\)](#)

[Sample resumes and cover letters \(Youth Central\)](#)