

Guide to Writing a Great Cover Letter

A cover letter is your chance to personalise your application with some statements that emphasise your suitability for a job.

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FIRST PARAGRAPH

The opening statement should set out why you are writing the letter.

SECOND PARAGRAPH

Highlight relevant experience and explain how your skills match the specific requirements of the job description.

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THIRD PARAGRAPH

Explain why you're suitable for the role, why you would like it, why you are interested in working for the company, and what you can offer the organisation.

FOURTH PARAGRAPH

Use the closing paragraph to reiterate your interest in the role and emphasise your desire for an interview.

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FIFTH PARAGRAPH

Finish by thanking the employer for taking the time to read your application.