

How to write a cover letter?

Not too sure what it is or **what to say?**

Try out the following **tips!**

Don't repeat your CV.

A cover letter is its own thing, not just extending your CV (this can be boring to read). It's a chance for you to really explain why you are applying, and why you'll be a good fit.

Tailor for each application.

Like with your CV, you absolutely must tailor your cover letter each time. You can reuse certain phrases, maybe even paragraphs, but you must be directly speaking to the employer, and referencing the role.

Always send one.

Why pass on an opportunity to talk more about yourself?

Have a clear structure.

Start with the position you are applying for, before moving onto relevant experience, qualifications, and skills that match the job description. Next, you can write about why you are suitable for the position, and what attracts you, including to the company (and show you have done some research. Finally, a summary, repeating the most important points and a desire for an interview.

Include examples.

Similar to your CV, don't just mention skills or experience in passing, provide examples! This is your chance to go into a bit more detail, and really show off.

Showcase your unique selling points.

Be yourself and be proud of the skills and experience you have to offer, rather than trying to be something you're not.

Don't write too much.

Hiring managers will have to look through hundreds of CVs and cover letters, so focus on what is most important.

Not sure what your **next steps** are?
Get in touch today!