



A cover letter complements your CV or application form when you're applying for a job. It's an opportunity to include specific information about your skills, knowledge and experience, to help the employer understand why you'll be a good fit for the role.

☆☆☆ Top tips

01

Your cover letter should always be written as a formal letter (check out our template below) and be no longer than one side of A4 paper.

02

Make sure you address your cover letter to a specific person – if you don't know the hiring manager's name, either give the organisation a call to find out or address it to 'Sir/Madam'.

03

Target your cover letter to the specific role and organisation that you are applying for. Look at the job description and highlight the ways you meet the criteria – make it easy for them to see how great you would be!

04

Don't use slang and be sure to check your spelling and grammar.

05

Include specific examples of your skills and try not to make general statements like "I am very organised" without providing evidence to back it up.

06

Talk about how you will benefit the organisation and why you are a good fit for them.

07

Show them you've done your research by highlighting why you want to work for the organisation – do your values match? Are you passionate about a project they're doing? Is there anything on their website that excites you?

08

Make the letter as positive as you can – never complain about a previous employer!

09

Keep your letter concise and to the point.

10

Don't repeat what's included on your CV – this is an opportunity to give extra information, not to tell them what they already know.

Template

Dear Ms Arnold,

I am writing to apply for **[role]** at **[organisation]**. As an experienced **[give examples of your experience]** this role really appeals to me, as I am passionate about **[customer service/the organisation/the sector]** and believe I would be an excellent fit for the role.

As **[a volunteer/a different role/in a particular industry]**, I have gained many skills that I believe support my application for this role. For example, as a **[role]** I have been required to **[task]**, which required me to use and further develop my **[skill]** so I could ensure **[result]**. I have also been required to **[task]**, which required me to use and further develop my **[skill]** so I could ensure **[result]**. Furthermore, I have a proven track record of **[result]** through my experience as **[role]**, which allowed me to really showcase my excellent **[skill]**.

I am particularly interested to work for your organisation because I really value **[show your research]**. Through my **[work/volunteering/research]** I have developed a real interest in **[skill/area of industry/work]** which I know is a key priority for **[organisation]** and I would be excited to have an opportunity to be a part of an organisation that shares this interest.

In conclusion, I believe I would be an excellent fit in the role of **[role]** at **[organisation]** because I am skilled in **[skill, skill and skill]** and passionate about **[interest]**. I would welcome the opportunity to discuss this further at an interview.

Yours faithfully,
[Name]