

How to write a cover letter

Address Details to whom

eg 20 Byland Way

Dulguigan NSW 2490

TIP!** Keep it short and sweet.**

To whom it may concern, (If there is a contact person address to them eg Dear Mr Elliot)

1st paragraph- Explain why you are writing to them and SELL yourself. Keep it brief; remember all further details are on your resume. You must include the job, where you found it, why you would be good at it, how many years' experience you have and if you have any relevant qualifications.

EG I would like to apply for the position of Trades Assistant I found on seek.com. I would be perfect for this role as I have over 10 years' experience and have worked as a TA within metal fabrication, plumbing and electrical. I have also completed a cert 3 in construction at Kingscliff Tafe.

2nd paragraph- This is where you want to delve further into your BEST skills that RELATE to the job. If a job ad states you MUST have these skills, qualifications or personal attributes be sure to tell them that you have them. It is what they are looking for so give them what you want.

If a job states they are looking for someone that have 5 years customer service experience, be efficient in MYOB and be motivated, you would relate your experience to those skills. Even if your skills aren't directly the same they may be TRANSFERABLE.

EG I have over 5 year's experience in customer service related positions including retail, telephone sales and reception. Within my reception role of 3 years I used MYOB everyday and I am extremely competent using this system. Being a very motivated person I strive to do my best in any task and will not give up until it is completed to the best of my ability.

3rd Paragraph- Have a closing sentence and always put your contact put your contact phone number in this paragraph (If they are impressed with your Cover letter they may just call you right away!!). Ensure you sign your regards and YOUR NAME!!

Please see my resume attached although if you require any further information please contact me on <insert ph no>. I look forward to hearing from you.

Kind regards,

John Smith