

Eight Tips for Writing Your Cover Letter



Be Specific

Include the Job Title of the role you are applying for

Showcase your relevant skills

Summarise your resume and provide examples of how your experience matches the needs of the job



Short & Sweet

Aim to keep your cover letter to one page

Career Change?

Emphasise your transferable skills



Be Yourself

Feature your personality whilst remaining professional

Spelling Check

Proofread your letter for typos and correct use of grammar



Take a Break

Revisit after a break. You may want to make a change when looking over with fresh eyes.

Contact Details

Include your telephone number and email

