

Your Cover Letter

Get it right and it can tempt a future employer to read your CV. Get it wrong and you are one step away from the delete key.

Your CV or application should have all the necessary info in it, so keep your cover letter brief and simply use it to justify your credibility and ability to do 'THAT JOB'

- Research the company website
- Take on board the important parts of the advertised role and highlight your experience and personal qualities relevant to the job
- Make it to the point, no one will read it if your cover letter ventures on to two pages
- Get the address details right
- Check your spelling and punctuation
- Avoid highlighting age, religion, sexual/political affiliations

Follow the letter and CV/application with a call 3 days later, there may be a closing date but it is efficient to check that the cover letter and CV has reached its destination – and it could help you stand above the rest of the applicants