



Feeling stuck?
We can help you...



Covering Letters

COVERING LETTERS

This should be sent with a CV or your application form when you are contacting an employer.

Writing a letter is not always as straightforward as it might seem. Take time to create the best possible impression. By the time the letter has been read, the employer will have been influenced by the way it has been written, as well as by its content.

Introducing a CV

Every CV sent by post must have a covering letter to introduce it.

WHY DO YOU NEED A COVERING LETTER?

- A well written covering letter can greatly enhance your job application
- The main purpose of the letter is to motivate the reader to read your CV
- Your letter can help tailor and personalise your application by emphasising relevant points
- Always analyse an advert and identify requirements before writing your letter
- A professionally presented letter adds to the overall impact of your CV

A positive covering letter should:

- Be written or typed on good quality paper
- Be well laid out and easy to follow
- Arouse interest as an introduction to your CV
- Be free from grammatical or spelling mistakes
- Sell you by highlighting key points relevant to the reader's requirements.
- Convey a positive attitude

KEY POINTS WHEN REPLYING TO AN ADVERTISEMENT

- Read the advertisement carefully and all the instructions on how to apply
- Quote where you saw the advert when you apply for the job (include any reference number)
- Keep a copy of the advertisement and your letter of application

INTRODUCING AN APPLICATION FORM

An application form sent by post should be accompanied by a letter. A letter is especially useful if the form does not give you an opportunity to mention essential facts about your suitability for the job.

KEY POINTS WHEN WRITING A LETTER OF APPLICATION

- Use good quality unlined white paper
- Write a rough draft and check it for spelling and grammatical mistakes
- Put your address in the top-right corner and include postcode, telephone number and date
- Put the company's name in the top-left corner
- Always try to write to a named person. Dear Ms Mills.....end yours sincerely. If you do not know the name , begin "Dear Sir/Madam" end "yours faithfully "
- Include a reference number when given or say where you saw the vacancy
- Be positive. The tone of the letter should reflect your personal profile, emphasising your strengths related to the job. Where there is no vacancy, it is particularly important to make some impact relating your strengths
- The covering letter should answer the questions "What can you offer the company? And "Why should we offer you an interview". Always relate your experience to the jobs you are applying for
- Print your name under your signature
- Check it thoroughly before posting
- Keep a copy

PRESENTATION

To give a good impression, your letter should be clear and well presented. It should be laid out in such a way that it is visually attractive, neither squashed nor with a blank space at the end. A4 white paper of good quality is always preferable to coloured paper unless you are applying for a creative job such as in the media. Unless a handwritten letter is requested, a word processed letter looks more businesslike and professional, and you can get more information onto a page. If it is handwritten, make sure that it is legible.

STRUCTURE AND CONTENT

Beginnings and endings

Address by name if you can, such as:

Dear Mr..... and conclude with Yours sincerely

If you have no name, address as:

Dear Sir/Madam and conclude Yours faithfully

The first paragraphs(s)

Say who you are, what job you are applying for and how you heard about it. Use phrases such as: following our telephone conversation, in response to your advertisement, enclose my CV for your consideration

The middle paragraph(s)

Give details of why you want to join the organisation and do that particular job - sound keen and enthusiastic

Say why they should be interested in you – give your main selling points

Include relevant work experience, related interests and skills especially if they are not fully covered elsewhere,

Use phrases such as: As you can see from my CV..... I can offer.....my main skills are... most important qualifications and experience are...interested in working for you because.....

The last paragraph(s)

Restate your interest and summarise your suitability, maybe ask for an interview, mentioning dates when you are available or unavailable.

Use phrases such as: Available for interview at any time, look forward to hearing from you, happy to provide further information

A Standard Layout

Your address
Town
Country
Postcode
Tel No.
E-mail address

Name of person letter is going to
Job title
Company name
Address
Town
County
Postcode

Date

Dear (Mr, Mrs, Ms, Miss) Surname

Any reference or title

Letter in short paragraphs

Yours sincerely

Sign your name here

PRINT your name here

Sample letter 1

Letter to a company where the advert stated: Write for an application form. Do not send a CV

Your name
address
Town
County
Postcode
Tel No
E mail address

Mr.....
Human Resources Department
Company address

Date

Dear Mr

I wish to apply for the post of (name of job) advertised in the (name of paper) on (date)

Please send me an application form and any further details you can make available to me about the job and your company. Thank you

Yours sincerely

Jo Peters

Sample Letter 2

Letter to a Company where you have been asked to send your CV

Your name
address
Town
County
Postcode
Tel No
E mail address

Mr S Phillips
Personnel Officer
Address etc.

Date

Dear Mr Phillips

With reference to your advertisement in the (name of paper) on (date), I would like to apply for the vacancy of (name of job).

I am interested in working as a (name of job) for your organization because (your reasons). I enclose a copy of my CV with details of my education and experience. I believe I am a suitable candidate for this post because (your reasons)

If you require further information please do not hesitate to contact me. I look forward to hearing from you in the near future.

Yours sincerely

(Your name here)

Sample letter 3

A covering letter to a company that you can send with your application form

Your name
address
Town
County
Postcode
Tel No
E mail address

Mr S Phillips
Personnel Officer
Address
Inc. postcode

Dear Mr Phillips

Enclosed is the completed application form which you very kindly sent me.

I am interested in working as a (name of job) for your organization because (your reasons). I believe I am a suitable candidate for this post because (your reasons)

If you require any further information, please do not hesitate to contact me. I look forward to hearing from you in the near future.

Yours sincerely