

WRITE A COVERING LETTER

A covering letter makes the first impression when you apply for a job. It should explain why you're the right person for the role and highlight your skills.

- Start with a greeting
- Explain which job you are applying for (companies will often advertise more than one job at a time)
- Make links between your skills and the needs of the job, highlighting your most relevant skills or experiences
- Briefly sum up why you make a good candidate for the job
- Show you're interested
- Finish with a polite ending

Use this same format if you are applying via email