



Writing a good Cover Letter

- Use good quality white paper.
- Always type the letter (unless specifically requested to send it hand written).
- Keep to one page.
- Find out who to address the letter to so it reaches them directly.
- Start the letter by stating which position you are applying for.
- Think about the qualities and strengths you have.
- Include any relevant experience you may have, and make reference to your CV.
- Keep it simple at the end, finishing with 'Yours sincerely'.
- Check spelling before sending.
- Attach the letter on top of your CV and ensure you have the correct address to send it to.