

# Covering Letter

A cover letter is used to summarise your skills and experience and get across any key points that do not fit within the format of your Resume.

Some basic guidelines when creating a quality cover letter.

- Where possible address the relevant contact listed in the advertisement.
- Include the job title, reference number and Job advertisement details
- Keep to the point and explain why your skills and experience are relevant
- Clearly state why you are interested in the advertised position.
- Describe what you could bring to the role that sets you apart
- Avoid lengthy repetition of information covered in your Resume
- Ensure you tailor your cover letter for the specific advertised role.
- Irrelevant and negative information of any sort should be avoided.
- Keep your cover letter between 3-4 paragraphs in length.
- Ensure that you spell check and then proof read your cover letter