

## HANDOUT TWO

### TEMPLATE OUTLINING HOW TO BUILD A COVER LETTER

Date

Your name

Address

City, Postcode

Employer Name

Title

Company

Address City, Postcode

Dear Mr./Ms. Family Name, (Dear Sir/Madam.... if you do not know their name)

#### **Opening paragraph**

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found out about the role. Include the name of a mutual contact, if you have one.

*e.g.. I read with interest your advertisement for a Customer Service Representative, which was advertised (via the Centre for Work Integrated Learning.....or .....in the 'The Age' on Saturday.....) I believe that I have the necessary skills and experience to fulfil the requirements of this position and wish to submit the attached résumé.*

#### **Middle paragraph(s)**

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Current activities, i.e. Qualifications and current course, part-time work and the skills and abilities obtained through these activities that can be transferred to the position. **This is the most important section of the letter.**

Demonstrate where and how you developed these skills and indicate how these will be of value to the company.

Address selection criteria (or applicants must possess the following.....)

Provide specific evidence of how you have demonstrated these skills in previous jobs, at school or uni, voluntary work, sport etc.

Do not just say "I have good team leader skills" demonstrate an example. e.g. In my role as supervisor at Coles Altona Gate, I utilised my excellent team leader skills and recently attained employee of month for the months of May & June 2010.

#### **Final paragraph**

Conclude your cover letter by thanking the employer for considering you for the position. Ask to be considered for interview and ensure that your contact details are provided. If an overseas or interstate position is being targeted, then the possibility of a telephone interview might be suggested.

#### **Salutation**

Kind regards, Yours sincerely,

Signature (electronic signature or no signature for email)

Handwritten Signature (for a mailed letter)

Typed Signature (for both)