# Writing a cover letter

## reading:

The following website articles are provided for you to support you putting together a Cover Letter that will work for you.

**How to write a great cover letter**

When you’re preparing for job applications, a Cover Letter might seem less important compared to your Resume, and not all online applications will need a Cover Letter. However it is important to create a simple one page introduction that highlights what a potential employer should look for in your Resume.

This article from SEEK.com outlines how to write your Cover Letter.

Click on the link below to read this article:

<https://www.seek.com.au/career-advice/article/how-to-write-a-great-cover-letter>

**Cover letters: The good and the bad**

This article from SEEK.com gives some examples of Cover Letters, what they should contain, and how to make your Cover Letter work for you.

Click on the link below to read this article:

<https://www.seek.com.au/career-advice/article/cover-letters-the-good-and-the-bad>

**How to tailor your cover letter to the job**

Your Cover Letter is your opportunity to highlight why you are the right person for the particular job you are applying for.

This article from SEEK.com focuses on how to get a recruiter or employer to look at your Resume, based on your Cover Letter introduction.

Click on the link below to read this article:

<https://www.seek.com.au/career-advice/article/how-to-tailor-your-cover-letter-to-the-job>

## write your cover letter:

Think about the key points you want to include in your Cover Letter for the specific job you are applying for.

The following questions will prompt you to ensure that you are including the most important points, while keeping the letter to just one page (250 – 350 words).

What does the job advertisement say about the type of skills and experience required for the job? Which skills and experience do you have that you want to emphasise? (Use the specific words used in the job advertisement, and provide examples referring to your Resume)

Why do you want this job? How does it fit with your imagined career pathway?

Why should the employer consider you as the right person at the right time for this job?

Create a strong closing – thank the recruiter for reviewing your Resume and ask for an opportunity to meet and discuss your potential for the job. Express how keen you are to know what is the next step in the recruitment process.

Draft your closing sentences here about your enthusiasm for going the next step, in your own words: