**COVER LETTERS**

**What is a cover letter?**

A cover letter or covering letter is a short letter that is usually sent with a CV to allow you to give more details about:

è who you are

è what you are currently doing (just finished training/work experience etc.)

è where you saw the role advertised

è why you are interested in the role

è what skills you have that you could bring to the role

è what experience you have that could be useful for the role (this is written in your CV already but it can be good to use a cover letter to explain parts of the CV in a little more detail)

è any gaps in your CV or anything else that you may wish a potential employer to know

**Why is it important?**

è It shows that you are willing to spend the time writing a letter to the potential employer rather than just sending off a CV

è It gives you the opportunity to say why you are interested in the role

è It gives the employer a more rounded view of you and your experience rather than just a few facts

è It lets you highlight how your skills are relevant for the job you are applying for

**Top Tips**

è Make sure your cover letter, just like your CV, is specific to the job and company

è Highlight your achievements and experiences that best demonstrate the required skill

è Match your skills to the needs of the employer

è Think about what will make you stand out from the crowd – it could be some other significant experiences and achievements

è Make sure your cover letter is no longer than an A4 page

è your cover letter might be the first thing the employer sees – give a good impression and make them want to read the rest of your application

è Research the company

è Do a spell check after you have finished writing