# How to write a cover letter

Covering letters are generally used when responding to a position that has been advertised through the media. You use a covering letter as a way to introduce yourself to the reader.

Your covering letter should complement your resume by highlighting the most relevant aspects from your work history or training, which relates to the position you are applying for.

## How to set out your letter

Your covering letter, like any letter, is made up of contact addresses, date, greeting (salutation), subject line, body and closing.

**Contact Addresses**

Your letter will include two contact addresses – first your own and then the recipients. Your contact details should include your name, postal address, phone number and email if appropriate.

You address your letter to the contact person listed in the job advertisement, including their name, job title, company and address.

**Date**

Include the date of when you write the letter. Write the date as day, month and year ie. 26 January 2023. The date should be placed a couple of spaces before the recipient’s address.

**Greeting or Salutation**

Your greeting should be “Dear Mr/Mrs/Ms/Dr ??” and their surname - do not use their first name (ie. Dear Joe). If the contact person is listed by title and not name, for example “The General Manager”, try to find out their name. If this is not possible, you can use the greeting of “To whom it may concern”.

**Subject line**

The subject line is included between the greeting and the body, it is one line summarising the purpose of the letter. The subject line should be in bold at start with “RE:” (for regarding). For example, “RE: Application for ??? position”.

**Body of the letter**

The body of the letter is made up of five key points:

* What position are you applying for: state the job that you are applying, and when and where the job was advertised. If you are applying for a position which has not been advertised, state the type of position you are applying for.
* What are your qualifications for the position: state your credentials, including present/previous work history or experience, study and relevant skills and abilities.
* Why do you want the position: state why you are seeking the position - if appropriate, knowledge of the company or business may be mentioned at this time.
* List attachments: state that your resume and any other information that has been requested, for example selection criteria, has been attached.
* State how and when you can be contacted for an interview.

**Closing**

Finish your letter with “Yours sincerely” a few blank lines (leave enough room for your signature) and then you name.

**Tips for writing your cover letter**

* Keep the letter to one A4 page - keep it short and to the point.
* Language: Be sure to make your letter clear and concise. Use everyday language; for example, don't use 'expedite' when you mean 'hurry'. Avoid using slang and abbreviations.
* Substance: Look for keywords used in the job advertisement and respond to them. For example, *“The position requires an outgoing person with demonstrated capacity to work in a team”*. The keywords here are outgoing, demonstrated and teamwork. If you show you meet the criteria you increase your chances of an interview.
* Make a draft; when you are satisfied that it reads well get a second opinion by asking a friend to review it.
* Tailor each letter to suit the job you are applying for.
* Type the letter if possible, unless a handwritten letter is requested.
* Check that the letter is correctly set out and contains no typing or spelling errors.
* Sign and date the letter.
* Proof read very carefully!

### Sample Cover Letter:

Ms Joanne Bloggs

101 Gumnut Place

PARKES NSW 2870

Ph: (02) 1234 5678

Mob: 0400 000 000

26 January 2023

Mr Fred Smith

LCKK Group Sales

500 Welcome Way

PARKES NSW 2870

Dear Mr Smith

**RE: Application for the Call Centre Manager position, job reference number 4321**

I wish to apply for the position of Call Centre Manager as advertised in the *Parkes Champion Post* on 24 January 2023. The job reference number is 4321.

As you will see in my attached resume, I have over 10 years work experience in the call centre industry. Over this time I have worked my way up to my current position of Call Centre Team Leader with The XYZ Company, where I currently supervise 15 staff.

I am an enthusiastic self-starter and enjoy working in a team environment. I feel that after 3 years my current position, I am ready to move into a management position.

I would be pleased to discuss my application with you and I am available for an interview at your convenience. I can be contacted at the phone numbers listed above.

Yours sincerely

JOANNE BLOGGS

Enc.