## 2 How to write a cover letter

Keep your cover letter brief, while making sure it emphasises your suitability for the job. It can be broken down into the following sections:

* **First paragraph** - The opening statement should set out why you're writing the letter. Begin by stating the position you're applying for, where you saw it advertised and briefly describe your current situation (job or education).
* **Second paragraph** - Cover why you're suitable for the job, what attracted you to this type of work, why you're interested in working for the company and what you can offer the organisation.
* **Third paragraph** - Highlight relevant experience and demonstrate how your skills match the specific requirements of the job description. Summarise any additional strengths and explain how these could benefit the company. Don’t use clichés (detail-oriented, team worker, problem solver), but show your by giving specific examples.
* **Last paragraph** – Round up your letter by stating when you'll be available for work, and the best time and place the recipient can reach you. Mention that your CV is enclosed or attached, and offer to provide more information, work samples and/or references.
* **Closing phrases – Thank the recipient for his or her time and consideration. Say that you look forward to hearing from the recipient.**

Remember that presentation is important, so you'll need to format your cover letter properly. Make sure the document is as uncluttered as possible, use the same font and size as you use in your CV and if you're sending it through the post or handing it in use good quality plain white paper to print it on.

Once finished read through the document and cut out any unnecessary words and sentences. Don't fill up space by repeating what's already covered in your CV.

Adapted from:  
<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters>  
https://www.grb.uk.com/careers-advice/graduate-cover-letter