



ABN 56 465 099 042

## Covering Letter

A covering letter is used to summarise your skills and experience and get across any key points that do not fit within the format of your Resume.

Some basic guidelines when creating a quality cover letter.

### 1. The Salutation (The Hello)

Try to get a name but sometimes you can't – then try "*To whom it may concern*"

### 2. The Opening Paragraph

Your opening paragraph is your introduction and presents the reader with some immediate and focused information regarding the position you are pursuing and a few core competencies that demonstrate your strength:

- Clearly state why you are interested in the advertised position.
- Include the job title, reference number and Job advertisement details
- Keep to the point and explain why your skills and experience are relevant

### 3. The Second Paragraph

This paragraph should define some examples of the work performed and results achieved. This paragraph should be connected to your resume. This does not mean you should copy verbatim what is in the resume, rather you should cover some key capabilities that you believe contributed to your success.

In the event you are highlighting some information not contained in the resume (if you are switching careers, or have a unique value proposition), this is the perfect place to cover that information.

- Describe what you could bring to the role that sets you apart
- Avoid lengthy repetition of information covered in your Resume

### 4. The Third Paragraph

Here is where you demonstrate something you know about the company in question. This shows the reader that you did some preliminary homework and understand the company's purpose, its position in the market and possible future directions:

- Ensure you tailor your cover letter for the specific advertised role.

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- Irrelevant and negative information of any sort should be avoided.

## **5. The Fourth Paragraph (Last Paragraph)**

In the closing paragraph quickly summarise what you have to offer; you should close by either suggesting a meeting or indicating that you will call in a certain number of days. If you choose the latter approach, make sure you follow-up within the time frame you nominated.

**Importantly, spell check and proof read your document!**