

CV SURGERY

How To Write A Successful Cover Letter



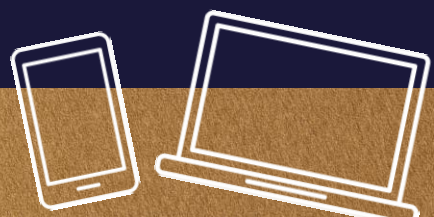
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WRITING A COVER LETTER

A cover letter is a document that you would send alongside your CV when completing a job application. It's a great opportunity for you to tailor your skills and expertise directly to the job you are applying for, whereas a CV can be more generic. You can use a cover letter to help demonstrate the reasons why you are a perfect fit for the job by highlighting the relevant skills and experience you have.

A cover letter should compliment your CV without replicating it



COVER LETTER STRUCTURE

FIRST PARAGRAPH

Why are you writing the cover letter?

- Begin with the position you are applying for
- Where you saw the job being advertised
- Why you are getting in touch

Keep it concise and to the point.

SECOND PARAGRAPH

Why are you perfect for the job?

- Briefly explain the work experience or education that is directly relevant to the job
- Tailor it to the job description as much as possible

Be specific with your examples, give facts and numbers.

THIRD PARAGRAPH

What can you do for the company?

- Talk about what interested you about the job and what skills you can bring to the role
- This is where you can summarise any additional experience or strengths that would make you suitable for the job

Use this space to make yourself stand out from the crowd



CV STRUCTURE

FOURTH PARAGRAPH

Your closing statements

- Reiterate why you are interested in the role
- Add any dates you are available / unavailable to be contacted or come for an interview
- Thank the employer for their time and that you're looking forward to hearing from them

Try and leave a lasting impression on your employer

Top Tip!

Try and address the cover letter to the name of the person receiving your application to make it more personal.

**BE YOURSELF,
EVERYONE ELSE IS
TAKEN.**

OSCAR WILDE



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