



Recruitment &
Management
Consultants

Tips for Writing a Covering Letter

- A lot of positions now require an electronic submission of applications/resumes. By including a covering letter, this gives you an opportunity to introduce yourself and explain why you are suitable for the position (ie grab their attention).
- Personally address the letter if you are aware of the contact's details.
- Include the details of the position you are applying for and how you became aware of the vacancy.
- Briefly summarise why you are interested in the position and highlight why your skills and experience are relevant.
- Keep the covering letter to one page if possible. Anything longer may start a future employer to lose interest and not read on.
- Spell check!