

# WRITING A COVER LETTER



**Stand out from the crowd** with our tips for making your first communication memorable.

A carefully crafted cover letter is a great way to sell your application and give the employer a reason to read your CV. Make sure it's specifically written for the job you are applying for and not more than a page long.



## Getting started – think about 3 sections

**Start** – Be clear about what job you are applying for and where and how you found the role. Add information about the company showing you share their values.

**Middle** – Explain why you are a good candidate and refer to relevant skills and knowledge that show why you would be the best person for the job. Keep it short and simple – don't just repeat your CV.

**End** – Show you're enthusiastic by pointing out the parts of the job you're particularly interested in. Make sure you thank the employer and sign off professionally, including your contact details (even if these are already on your CV).



## Remember:

- ☐ **Make sure the fonts, sizing and format are all consistent throughout** with no spelling, punctuation or grammar mistakes
- ☐ **Only include the most important information about your skills and experience.** The cover letter is your introduction, so keep it relevant by avoiding waffle and personal information
- ☐ **Write in an up-beat tone** and read it back to see if you would find reading a letter like this interesting/engaging (ask someone else to read it too if you can)
- ☐ **Keep a copy of your cover letter saved** as this can be your foundation for the next one you write!



Your cover letter is your first opportunity to make an impact on the person(s) who will decide whether to invite you for an interview, so make sure you give yourself plenty of time to present yourself as well as you possibly can.

## For general advice visit:

[www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters](http://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters)

[www.nationalcareers.service.gov.uk/careers-advice/covering-letter](http://www.nationalcareers.service.gov.uk/careers-advice/covering-letter)



If you're interested in finding out how our HeadsUp employment support project could help you, **check out our website or drop us an email.**

[www.enableeast.org.uk/headsup](http://www.enableeast.org.uk/headsup)

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