

Tips for writing a cover letter

A cover letter is a single page letter that you include with your job application.

It is like the introduction to your resume. It gives you a chance to show some personality and demonstrate to an employer that you have researched the company and understand exactly what the role requires.

This short checklist will help you think about what to include in your cover letter:

1. Address your letter directly to the person named on the job ad. If there's no name, use "To the hiring manager" or something similar
2. Introduce yourself
3. Mention the job you're applying for
4. Highlight the skills you have (try to make these relevant to the job you're applying for, even if you don't have work experience yet)
5. Encourage the reader to consider your resume
6. Finish with a call to action (for example, asking for an interview or a meeting to discuss the role further).

Other things you can mention in your cover letter include:

- Express your eagerness to learn on the job, especially if you don't have any relevant work experience yet
- Include any school work experience or volunteer work that demonstrates your strengths and contributions
- Your strengths and contributions that show you are a stand-out applicant
- Examples of teamwork skills that show you can work with other people
- Mention your involvement in sporting or community clubs, plus any hobbies or interests that are relevant to the job, or that show you are mature and professional.

There are some great resources online that provide you examples of cover letters based on your experience. Some of these sites are:

[Sample Cover letters](#)

[How to write a Great Cover Letter](#)

[Cover letter for first job](#)

See below a cover letter example, make sure you update with your details and information relevant to you.

EXAMPLE ONLY

<Your Name>

Email: <Your email>

Mobile: XXXX XXX XXXX

<Full Name of person advertising job>

<Company Name>

Phone: XX XXXX XXXX

Email: <Email address>

<Today's Date>

RE: Application for xxxxxxxxxxxxxxxxxxxxxxxxx position

Dear <Mr/Mrs Full Name>

I'm writing in response to your recently advertised position for <role title>. I am very interested in this opportunity and believe that my qualifications and experience would make me a perfect candidate for the position.

As a student I have been extensively involved in my school community, which has allowed me to develop strong interpersonal skills. My involvement in various events, including school drama productions and sports carnivals, has allowed me to work closely with my peers while supporting the school community as a whole.

These experiences have allowed me to develop strong time management and organisational skills, which I see as being very important when seeking to work in casual employment while continuing to study.

My key skills that I believe make me suitable for this position include:

- **Communication:** Acting in drama performances and working as an MC for school events has allowed the development of communication skills.
- **Motivation:** School results and my volunteer work demonstrate my high motivation.
- **Customer Service:** Assisting with the set-up of School fundraising events has allowed me to develop my customer service skills.

My teachers have commended me for my willingness to participate and my dedication to helping out where possible. I enjoy working with others and believe that my strong communication skills will ensure that I can meet the expectations of this role.

I appreciate that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I believe that I have a lot to offer your organisation. I am keen to develop my skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration.

I can be contacted on the details provided above.

Thank you in advance for your consideration.

Kind Regards

<Your Name>