

WISE job search tips



Your Covering Letter

First impressions are lasting so it's important to be concise!

The covering letter is a brief introduction of you to be included with your application and resume. This is an opportunity for you to make a good first impression. It should be typed in the same typeface as your resume, be tailored to the job requirements and concise (usually one page).

- Your name, address, contact details and the date.
- The name and address of the organisation.
- If possible, be addressed to a contact name, if not to "Dear Sir or Madam".
- Tell the reader why you are writing (i.e.) in response to which ad.
- Specify the position and reference number you are interested in (if stated).
- Summarise your relevant skills, experience, knowledge and key abilities detailed in your resume that you would bring to the position. (Make sure it reflects the skills and experience they are looking for)
- Always use positive words such as I have or I am able to.....
- Your wishes to expand your application at an interview and how you may be contacted.
 - * State your enthusiasm for this position.
- Thank the reader for considering your application.
- Close with "Yours sincerely" if you are writing to a specific person or "Yours faithfully" if you don't know the name of the person to whom you are writing.
- Always check spelling and grammar and remember to sign your letter.



Sample

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Mr. Colin Jones
28 Victoria Street
WEST MELBOURNE 3003
Ph. (03) 9326-6075 Home
(03) 9326 6075 Work

31st January 2003

Ms Sally Black
The Manager

"Le Divine" French Restaurant
200 Burwood Road
MONT ALBERT 3129

Dear Sally /Dear Ms Black/ Dear Sir/Madam

Please accept my application for the position of kitchen hand (ref no. 462) as advertised in 'The Age' on Saturday 10 January 2003..

This position interests me, as it would enable me to utilise my four years' experience working as a kitchen hand, with Victoria's premier restaurant.

My background has been in the hospitality industry, where my responsibilities included preparing food and cooking. I am also proficient in the use of espresso machines and industrial ovens.

In my previous employment, I was able to demonstrate my quality work whilst working under pressure. You will find me an enthusiastic, hard working team person with excellent interpersonal and communication skills.

Enclosed is a copy of my resume, which describes in more detail the skills and abilities I have to offer your company.

I would be pleased to discuss my application further at an interview at your convenience, and can be contacted on (03) 9326 6075.

Thank you for your consideration.

Yours sincerely /Yours faithfully

Colin Smith.