

## 10 Steps to a Professional Cover Letter

This handout outlines 10 golden rules to abide by when writing a cover letter for a job application.

1. Tailor your cover letter to each job application. You want to make it look like you really want this particular job and have gone to a lot of effort.
2. Keep it short (maximum one page).
3. Always start the letter by addressing a person, not 'Dear Sir/Madam'. Addressing a person shows that you have gone to the bother of researching who it is that you are writing to.
4. Indicate clearly the position that you are applying for or, if the letter is a more general enquiry, state who it was who put you in touch with the company.
5. Sell yourself. As with your CV, the cover letter provides a valuable opportunity for self-marketing. Start with a strong first paragraph which will hit home with your employer, giving a good first impression, otherwise they might not read further.
6. The second paragraph should describe why you are the right applicant for the job, by matching your skills and experience to the job description. Demonstrate that you know something about your potential employer/company/position. Highlight your previous achievements and skills.
7. Include a brief description of what you are doing at present and how this will have prepared you for the job.
8. Close your letter with an invitation to meet with or speak in depth about the position to your potential employer. Show enthusiasm for the position.
9. The letter should be signed 'Yours sincerely' if, as suggested above, you have found out the name of the person, or 'Yours faithfully' if they still remain anonymous. Always remember to fill in your signature above your typed name.
10. Edit out all typos, formatting and spelling errors and print the letter on clean, crisp, white A4 paper of a good quality.

### Related Items

### Related Resources

- [The Good CV Guide](#)
- [Writing a Successful CV](#)
- [Tailor Your CV](#)