

How to write the perfect covering letter

What is a covering letter?

A letter which compliments your skills by demonstrating how your experience matches your understanding of the role.

Layout? - 4 paragraphs

- 1st - Position you're applying for.
- 2nd - Why do you want to work for this company? What attracted you to the role?
- 3rd - Demonstrate how your skills will benefit the position you're applying for. Keep it short and concise.
- 4th - Thank the employer and state that you look forward to hearing from them; be positive.

Golden Rules

- Customise each letter for each job you apply for.
- Give examples to demonstrate how you fit the position.
- Remind them what they are looking for and emphasise that you have it!
- Prove that you have gone out of your way to research the company.
- Keep it short and sweet – 300 words max.

Common Mistakes

- Punctuation - Read over the letter and check your grammar!
- Do not be negative – This mainly concerns previous employers/roles.
- Don't lie! – Internet now a days makes it so easy to be caught out.
- Do not waffle – The longer the letter, the easier it is to ignore!

Need some more help? Fill out an enquiry on www.obexrecruitment.com and we'll get one of our colleagues to get in touch!