
Covering Letter Guideline

This is the place to put your
address, including post code
ideally all text to be right justified
include your tel no if you wish

Today's date

Put in the name and
job title of the person you are
applying to together with
company name, address and postcode

Dear (Name of person applying to e.g. Ms Berry or Sir/Madam),

Re: (Job title of role applying for and reference number, if relevant) – even speculative letters need a title e.g. 'Civil Engineering placement opportunities 2011/12'

Section 1 – This should be where you clearly state what position you have applied for - if you choose not to list it as shown above. You may find it useful to say where and when you saw it advertised or if a speculative application what type of role you are seeking. You can inform the employer at this point of the degree/course title you are studying/have studied, how relevant to the role applied for and possibly your classification if graduated. Maybe also let them know that your CV is attached for their information.

Section 2 – This is really your opportunity to sell yourself to the role by showing what it is that you have to offer that makes you an ideally suited candidate and one that they must progress to the next stage of selection. Skilled applicants will look at what skills and qualities are required for a particular role and try to show their suitability. Employers tend not to like bland statements eg "I have excellent communication skills" as they much prefer candidates to give appropriate evidence showing how they have a particular skill. Try not to directly repeat what is on your CV but pull out the points the employer will be most interested in.

Section 3 – This is your chance to say what particularly attracts you to the organisation to which you are applying. It is a chance to show that you know what they do and possibly what particular projects or work the organisation is doing that attracts you to them. How do you know about them? Reputation? Contact person? Try to avoid saying salary, number of holidays and such like as this is what YOU will gain and not what the organisation thinks is good about their goods, services, research etc.

Section 4 – The "positive" ending! Try to finish off your letter on a positive note, there are many ways to do this. Suggestions include: "I hope you will find my details of interest, however if you have any queries then please do not hesitate to contact me on the above number. I look forward to hearing from you in the near future."

All the way through your letter, think of your layout, font size (not too small / too large) and possibly consider justifying the paragraphs. If sending with a CV, then both documents should be the same font and of similar appearance so that they look like a professional package.

Yours sincerely (if you started with "Dear Ms Berry")

Yours faithfully (if you started with "Dear Sir/Madam")

Space for your signature (unless sending electronically – scan in your signature if you wish)

Your name (in full, not initials)

Enc. (If including enclosures e.g. your CV)